



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Hein Thira Sre, My Min Khad	Estimated Date of Travel	23 days (2.6.25 to 24.6.25)	
Position Rank	DH, Mechanic	Total Day	23 days	
BU/HR/DIV, Dept	Service	Destination	YGN - DNL - YGN	
Purpose	6 months PMCCrane, Excavator, Forklift, Backhoe loader, track crane)			
Travelling Permit				
Arrival Place	Dawei			
Actual Date & Time of Travel	2. Jun. 25			
Total Day	23 days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	2.6.25 ~ 24.6.25 (4:30AM ~ 11 PM)	Total Day	23 days	
Departure Date & Time		Arrival Date & Time	2.6.25 ~ 24.6.25	
Date	Description	Total Amount		
		Kyats	USD	
2.6.25 ~ 24.6.25	TA Charges (23 days x 15000) x 2 person	690,000		
	NMR Taxi Charges (Out Htake to Mingaladon Air port to Out Htake)	40,000		
	HTHS Taxi Charges (Home lan to Mingaladon Air port to Home lan)	47,000		
	PPE & Required materials purchasing charges	506,000		
Total Expense (Kyats/USD)		1,283,000		
Cash Advance (Kyats/USD)		1,000,000		
Balance Refund/Additional (Kyats/USD)		283,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Thet Aye Aung	Admin	4.7.25	
Approved By Dept Head	Ye Min Kyaw	DH	4.7.25	
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR Check & Approved	Hnin Thant ^(D) Oo	HR		
Cash Received				
Remark				


04-CFD-CAS-FRM-006-02

TRAVELLING REPORT


 Date: 25.6.25

Report To		
Employee Name	Nyi Min Khant, Hein Thira Soe	
Position	Mechanic, DH	
Department	Service	
Business	CF-3	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	2. Jun. 2025	
Total Days		
Trip Information	1. From <u>YGN</u> To <u>DWI</u>	
	2. From <u>DWI</u> To <u>YGN</u>	
	3. From To	
Purpose For Travelling	6 months PM (Crane, excavator, forklift, backhoe loader, Truck crane)	
Travel Date	Activities	Remark
2. Jun. 2025	- Go from Yangon to Dawei - Checked the S'parts (Crane, Truck crane, Backhoe loader, Forklift and Excavator)	
3. Jun. 2025	- TADANO Crane (GR300E) - Drain the engine oil - Removed the engine	

Reported by

 Sign : 
 Name : Nyi Min Khant
 Position : Mechanic

Checked by

 Sign : 
 Name : Ye Min Kyaw
 Position : DH

(DH/AG/MGM)

Approved by

 Sign :
 Name :
 Position :

(C/MT)

OS-CHE-FRM-FRM-004-01

Date	Activities	Remark
	<p>oil filter ,fuel main filter ,fuel water separator.</p> <ul style="list-style-type: none"> • Replaced the engine oil filter, fuel main filter and fuel water separator. • Filled the engine oil. • Removed the air compressor belt and Replaced the air compressor belt. • Checked the cabin wir harness • Checked the rear axle oil and hub reduction gear oil. 	
04.Jun.2025	<p>- TADANO Crane (GR300E)</p> <ul style="list-style-type: none"> • Checked the axle oil ,winch gear oil and swing gear oil ,hydraulic oil and transmission oil. • Grease all point. • Test run the machine and checked the oil leakage • Checked the lighting. 	
05.Jun.2025	<p>- TADANO (GR300E)</p> <ul style="list-style-type: none"> • We checked the brake system. Brake fluid is low. Dismounted the brake booster. Disassembly the brake booster. found the brake 	

Date	Activites	Remark
	<p>fluid into the brake booster. Cleaning the brake booster assembly. Replaced the new seal. Assembly the brake booster. Filled the brake fluid. Mounting the brake booster. Test run the brake system. Check the oil leakage. It was ok. Job was finished.</p>	
06. Jun. 2025	<p>- TADANO (GR300E)</p> <ul style="list-style-type: none"> • Disamounded the Rear left wheel • Disassembly the rear left hub reduction components. Shaft seal not good. Replaced the new shaft seal. Assembly the hub reduction components. Filled the gear oil. <p>Test the 4 wheel function. Checked the oil leakage. It was ok.</p>	
07. Jun. 2025	<p>- Toyota forklift (</p> <ul style="list-style-type: none"> - Drain the engine oil, Removed the oil filter and fuel filter. Replaced the oil filter and fuel filter. Filled the engine 	

Date	Activities	Remark
08. Jun. 2025	<p>oil. Checked the coolant level, fan belt tension, hydraulic level and transmission oil level. Clean the air filter. Test the machine and checked the oil leakage.</p> <p>- Toyota Forklift</p> <ul style="list-style-type: none"> • Removed the front wheels (L&R), brake servo and parking cable. Replaced the new brake servo and parking cable. Test drive the machine. Adjust the brake and parking brake. It was ok ok. 	
09. Jun. 2025	<p>- Track Crane</p> <ul style="list-style-type: none"> • Engine maintenance • Performance test the crane with load. • Pressure test the all function 	
10. Jun. 2025.	<p>- Track Crane</p> <ul style="list-style-type: none"> • We checked the hydroaulic oil, coolant, air filter, axle oil and winch motor oil. 	

Date	Activites	Remark
	Grease the all point. Checked the oil leakage.	
11. Jun. 2025	<ul style="list-style-type: none"> - JCB Backhoe loader • Troubleshooting the lighting system, wiper system and air con system. . 	
12. Jun. 2025	<ul style="list-style-type: none"> - JCB Backhoe loader • Maintenance the hydraulic system. • Checked the axle oil, transmission oil and oil leakage. Grease the all point - 	
13. Jun. 2025	<ul style="list-style-type: none"> - CAT Backhoe loader • Maintenance the hydraulic oil, coolant and transmission oil. 	
14. Jun. 2025	<ul style="list-style-type: none"> - CAT Backhoe loader • Troubleshooting the lighting system, an wiper and washer system. 	

Date	Activities	Remark
15. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Test the crane function. Crane function slow. Checked the auto lever cable. Found the auto lever cable is jump. Remove the auto lever cable. Test the crane function are good. Pressure test the crane function. It is good. Disassembled the MCV (oil leakage). 	
16. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Disassembly the MCV. Cleaning the control valve assembly. Replaced the new seal. Assembly the MCV. 	
17. Jun. 2025	<ul style="list-style-type: none"> - Track Crane (ISUZU) • Mounting the MCV. and piping. Test run the crane function. Check the pressure test and oil leakage. It was ok. 	
18. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Removed the wire rope. • Dismounted the boom top pulley 	

Date	Activities	Remark
	Mounted the boom top pulley. Replaced the new wire rope. It was ok.	
19. Jun. 2025	- Kobelco Mini Excavator . Maintenance the engine system . Maintenance the hydraulic system . Maintenance the final drive.	
20. Jun. 2025	- Kobelco Mini Excavator - Grease the call point . Checked the lighten system, battery charging. . Replaced the be Arm pipe seal. Test run the machine and checked the oil leakage.	
21. Jun. 2025	- CAT Backhoe loader - Disamonting the swing cylinder. Disassembly the swing cylinder. piston lock nut so fit. Cleaning the cylinder housing, cylinder head, cylinder rod and piston.	

Level Date	Activites	Remark
22. Jun. 2025.	<p>- Re CAT Backhoe Loader</p> <ul style="list-style-type: none"> . Replaced the new seal. . Assembly the swing cylinder. - Mounting the swing cylinder. Test run the swing system. Checked the oil leakage. It was ok. 	
23. Jun. 2025	<ul style="list-style-type: none"> - Kick off meeting with PTEP Team. - House keeping the work-shop area. - Cleaning and checking tools box. 	
24. Jun. 2025	<ul style="list-style-type: none"> - Go ^{back} from Dawei to Yangon. 	



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 03-Jul-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-06-27	Construction Equipment 3	Service	Aung Min Khan(1)	TGO and NPT Trip	08:00	Aung Min Galar Highway bus stop station	Toe Chac Hostel	25,000	25,000	GA Manager Approved	
2	2025-06-07	Construction Equipment 3	Service	Nyi Min Khan(2)	Myeik Trip	04:30	Hlaingtha Yar (Out Hlake)	Mingalardon Air Port	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
3	2025-06-02	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	04:30	Kyimyindang(Home Lan)	Mingalardon Air Port	23,500	23,500	GA Manager Approved	
4	2025-06-24	Construction Equipment 3	Service	Nyi Min Khan(2)	Myeik Trip	11:30	Mingalardon Air Port	Hlaingtha Yar (Out Hlake)	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
5	2025-06-24	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	11:30	Mingalardon Air Port	Kyimyindang(Home Lan)	23,500	23,500	GA Manager Approved	Loyut Taxi