



TRAVEL ADVANCE CLEAR FORM

Cash Advance	
Employee Name	Munt Moe Aeng, Arker m
Position Rank	ADH, Mechanic
BU/BR/DIV, Dept	ADP BU
Purpose	Job sets, 0596, 17996, Customer election meeting,
Estimated Date of Travel	5.11.24 Biscorn to 7.11.24 5:00pm
Total Day	3 day
Destination	ADP to Orae Vee Gye

Travelling Permit			
Arrival Place			
Actual Date & Time of Travel			
Total Day			
HR Name			
HR Sign			
BOH Authorized Person Name			
BOH Authorized Person			

Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
5.11.24 8:00am to 7.11.24 5:00pm	140 Munt Moe Aeng (3 x 15000)	45000	
	Arker Man (3 x 15000)	45000	
Total Expense (Kyats/USD)		90000	-
Cash Advance (Kyats/USD)		70000	
Balance Refund/Additional (Kyats/USD)		20000	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyein Nyein	Br-Staff	11.11.24	
Approved By Dept Head	HO Aeng Kyaw Hla	Br-DH	12.11.24	
Approved By GM/AGM/COO	HO Mawng Mawng	GM		
Acknowledged by related Superior for Job Report	HO Munt Moe Aeng	ADH	12.4.24	
HR Check & Approved	Lae Lae Mon Zin Aun Win	ADH	12.11.24	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVELLING REPORT

Date: 11.11.2024

Report To		
Employee Name	Myint Moe Aung, Askar Min	
Position	ADH Mechanic	
Department	Service	
Business	APP	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	4-11-24 10:00 AM	7-11-24 5:00 PM
Total Days		
Trip Information	1. From ... APP ... To Shan Te Hye Vill 4-11-24	
	2. From Shan Te Hye Vill ... To APP 4-11-24	
	3. From APP ... To Shan Te Hye Vill 5-11-24 Shan Te Hye Vill to APP (Reman) 7-11-24	
Purpose For Travelling	Forward, Reverse function abnormal	
Travel Date	Activities	Remark
4-11-24	Go to job site 10:00 AM, arrived 11:49 AM. Checked around the machine dismantled, locate the F,R link and housing supply. Start machine, test gear F,R gear shift and function. Gear shifting aseble, but machine can't move. F,R shifting function ase not ok. Need to check F,R link. So we remove doors main frame, side frame covers. Dismount 4 wheel shaft, gear box covers. Need special tool to separate gear box.	

Reported by

Checked by

Approved by

Sign :

Name : Myint Moe Aung

Position : ADH

Sign :

Name : Askar Min

Position : SDH
(DH/AGM/GM)

Sign :

Name :

Position :

(COO)

05-CHL-HRM-FRM-064-01

- 4-11-24 So we return from Shan te gyi vill to yarigu.
- 5-11-24 Take special tool to separate gearbox and go to job site. We reach job site disassembling the rear gearbox to clutch housing. We remove gearbox assembly, found F,R link connecting fork lock nut are loosen. So we clean gearbox and tighten F,R lock nut with thread lock. We mounted gearbox assembly to housing. We install rear gearbox to clutch housing and connecting bolts, nuts. Mounted 4 wheel shaft.
- 6-11-24 Filled hydraulic oil (old), breath air for brake line. We start engine and testing F,R gear shift and machine operation. Machine are normally ok, diesel function are good condition. We drained oil hydraulic oil, remove filter 3pus. Also, we drained engine oil, remove oil filter, fuel filter and water separator. We mounted new oil filter, fuel filter, water separator, filled engine oil 9 liter. Also, we installed hydraulic filter 3pus, filled hydraulic oil 44 liter. We mounted doors side frame, main frame and roof plange. Also repaired and checked wire line.
- 7-11-24 We removed wheel R, dismounting hub seal (big) and change new hub seal (big) - Filled hubs oil (L), checked axle and hub oil (L) level. We dismounting radiator, alternator and customer repaired at local. After reached, we mounting alternator, radiator and clean the air cleaner and housing. We checking machine condition and testing steering, hydraulic function. Machine are normal and good condition. We open invoice of service charges 50000/MMK. After that, we come back from job site Shan te gyi vill to A?? yard and reach at 4:45 PM. Job was finished.



Ko Aye Min Htoon

last seen recently



Hi ဆရာ

လောလောဆယ် Monthly budget က Approve မရသေးလို့ ထုတ် လို့ မရသေးလို့ပါ

Job တွေကလဲ အရေးကြီးနေ လို့

ပထမ ထုတ် ထားတဲ့ advance က မရှင်းရသေးတဲ့ ပိုက်ဆံ ကို လက်ရှိ field job တွေအတွက် ခန့် စိုက် သုံး ထား ချင် လို့ပါ ဆရာ

1=Nam Seng
DF95
Gearbox abnormal

2=Danu Phyu
MT804
PTO abnormal sound & D&C

3=Shan Tae Gyi,Hlegu
DF95
Forward & Reverse abnormal
(YGN branch ကမသွားနိုင် လို့ ပါ)

edited 8:48 AM ✓

Hi ဆရာ

Field Job Advance

Customer=U Win Naing
Model=DF95
SR No=17796
Problem=Forward & Reverse abnormal
Location=Shan Tae Gyi, Hlegu
Non Warranty

Fuel, TA & Gate charges=100000/- ခန့်ထုတ် ယူ ခွင့်ပြုပါ ဆရာ

Office car နဲ့ သွား မှာ ပါ
YGN branch က မသွား နိုင် လို့ ပါ ဆရာ

9:13 AM ✓

Aung Kyaw Thu

Hi ဆရာ လောလောဆယ် Monthly budget က A...

Please proceed only this time.

9:25 AM

Aung Kyaw Thu

Hi ဆရာ Field Job Advance Customer=U Wi...

Please proceed to go to customer U Win Naing by advance MMK 100,000.

9:26 AM

ကျေးဇူးပါ ဆရာ 9:26 AM ✓



Message

