



## TRAVEL ADVANCE CLEAR FORM

Employee Name	ZYMA	Estimated Date of Travel	10-3-25
Person Rank	2A	Total Day	1 Day
BR DIV, Dept	NLP	Destination	over (40) miles
Purpose			

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

<b>Advance Clear</b>			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
10-3-25	ZYMA → 1 Day x 15000	15000	
	NLP/TR/25/03/0088	7	
	MP210 LC		
	0000 FES		
	D&C		
	U Yan Myo Paing Maelalae		
<b>Total Expense (Kyats/USD)</b>		15000	
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional (Kyats/USD)</b>			

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zon Ye Myint Pung	Service	11-3-25	
Approved By Dept Head	Naung Naung	SH	24-4-25	
Approved By GM/AGM/COO	Kyan Ko Htet	ABOH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	
Cash Received	Aye Aye Mon	Cashier	"	
Remark				