



## TRAVEL ADVANCE CLEAR FORM

### Cash Advance

Employee Name	NN, ZYMA	Estimated Date of Travel	14.9.25
Position Rank	4B 2B	Total Day	1 Day
BU/BR/DIV. Dept	NLR/Bogo	Destination	over (90)
Purpose			

### 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
14.9.25	NN -> 1x 15000	15000	
	ZYMA -> 1x 15000	15000	
	NLR/BR/25104/0122		
	Shu Khin Thor		
	Dike-U		
	M.F. 6955		
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zon Ye Myint Aung	Service		
Approved By Dept Head	Noung Naung	CS.H2	14.5.25	
Approved By GM/AGM/COO	Keow Ko Htet	ABOH	2.6.2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	2.6.25	
Cash Received	Aye Aye Mom	Cashier		
Remark				