



## TRAVEL ADVANCE CLEAR FORM

**Cash Advance**

Employee Name	ZYMA	Estimated Date of Travel	10.4.25
Position Rank	ZB	Total Day	1 day
BU/BR/DIV, Dept	NLP	Destination	over 40 miles
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	Total Amount	
Departure Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
10.4.25	ZYMA → 10x 15000		15000	
	NLP JRI 25/04/2022		7	
	Daw Tin Mar Cho			
	Shuegyn			
	Zx210 LCH-56 Machine Inspection			
Total Expense (Kyats/USD)			15000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

**Job Report Status**

Authorization	Name	Position	Date	Sign
Prepared By	Zon Yo' Myint Aung	Service		
Approved By Dept Head	Noung Noung	(S.H.)	19.5.25	
Approved By GM/AGM/COO	Kyaw Ka" Htet	ABOH	2.6.2025	
Acknowledged by related Superior Job Report				
Check & Approved	Aye Aye Mom	HR	2.6.25	Ayl
Received	Aye Aye Mom	Cashier	"	Ayl