



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	ZYMA	Estimated Date of Travel	1.3.25 to 4.3.25	
Position Rank	PA	Total Day	4 Days	
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		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
1.3.25 to 4.3.25	ZYMA → 40 x 15000	60000		
	NLP/IR/25/03/0066			
	ME-220, SH00094			
	Hydraulic Tank line Checking			
	KS Wai Zin			
	Thein Zayat			
Total Expense (Kyats/USD)		60000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zan Ye Myint Aung	Service	5.3.25	
Approved By Dept Head	Naung Naung	SH	24.4.25	
Approved By GM/AGM/COO	Kyan Ko Htet	ABOH	u	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	Aye
Cash Received	Aye Aye Mon	Cashier	u	Aye
Remark				