



TRAVEL ADVANCE CLEAR FORM

Cash Advance <u>ADU-ATT-2024-11-00052</u>		(8:00)AM		(5:00)PM	
Employee Name	<u>Hein Min Htet</u>	Estimated Date of Travel	<u>2024.11.20 to 2024.12.02</u>		
Position Rank	<u>Sale man</u>	Total Day	<u>12 days working day is 9 days</u>		
BU/BR/DIV, Dept	<u>ATT (U)</u>	Destination	<u>MTL to YGN</u>		
Purpose	<u>Sale & Marketing</u>				
Travelling Permit					
Arrival Place	<u>MTL</u>	<u>YGN</u>			
Actual Date & Time of Travel	<u>2024.11.20 (8:00)AM</u>		<u>2024.12.02 (5:00)PM</u>		
Total Day	<u>12 days working day is 9 days</u>				
HR Name	<u>Attached to</u>	<u>Ma lae lae Mon</u>			
HR Sign	<u>(Signature)</u>				
BOH/Authorized Person Name					
BOH/Authorized Person					
Advance Clear					
		<u>(8:00)AM</u>		<u>(5:00)PM</u>	
Actual Date & Time of Travel	<u>2024.11.20 to 2024.12.02</u>		Total Day	<u>9 days</u>	
Departure Date & Time	<u>2024.11.20 (8:00)AM</u>		Arrival Date & Time	<u>2024.12.02 (5:00)PM</u>	
Date	Description	Total Amount			
		Kyats	USD		
<u>2024.11.20</u>	<u>Fuel charges</u>	<u>20000/-</u>			
<u>2024.12.02</u>	<u>Express charges</u>	<u>143000/-</u>			
	<u>Toni charges</u>	<u>54000/-</u>			
Total Expense (Kyats/USD)		<u>217000/-</u>			
Cash Advance (Kyats/USD)		<u>200000/-</u>			
Balance Refund/Additional (Kyats/USD)		<u>17000/-</u>			
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	<u>Ei Hwe Ngone</u>	<u>Admin</u>	<u>2024.12.11</u>	<u>(Signature)</u>	
Approved By Dept Head	<u>Ma Se Ei Hlaing</u>	<u>DH</u>	<u>12.12.24</u>	<u>(Signature)</u>	
Approved By GM/AGM/COO	<u>Ko Maung Maung</u>	<u>GM</u>		<u>(Signature)</u>	
Acknowledged by related Superior for Job Report	<u>Ko Zee Min Myat</u>	<u>ACOO</u>	<u>14.12.24</u>	<u>(Signature)</u>	
HR Check & Approved	<u>Lae lae Mon</u>	<u>ADH</u>	<u>18.12.24</u>	<u>(Signature)</u>	
Cash Received					
Remark					

04-CFD-CAS-FRM-006-02

Deal Customer မှတ်တမ်းနှင့်ဆက်သွယ်ရန်အတွက်အားပေးပါသည်။