



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	NIN, CMT	Estimated Date of Travel	30.4.25
Position Rank	4B, 2B	Total Day	1 day
BU/BR/DIV. Dept	NLP	Destination	over 400 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
30.4.25	NIN → 1D x 15000	15000	
	CMT → 1D x 15000	15000	
	NLP TR / 25/04/0141		
	U Kyaw Lin Aung		
	Shwe-gyin		
	2x 210 LKH - 5G		
	Regular Service		
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status

Authorization	Name	Position	Date	Sign
Required By	Chat Min Thee	Service	1.5.25	
Approved By Dept Head	Nang Nang	SA	19.5.25	
Approved By GM/AGM/COO	Kyau Ko Htet	ASOH	2.6.2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Mon	HR	U	Aye
Cash Received	Aye Mon	Cashier	U	Aye
Remark				