



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	YLA	Estimated Date of Travel	5-4-25
Position Rank	SB	Total Day	1 day
BR/DIV. Dept	NIP	Destination	wee (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
5-4-25	YLA → 1 J x 15000	15000	
	NIP/IR/25/04/0112		
	U KO KO Win		
	ZK 2101CH-SG		
	Regular Service		
Total Expense (Kyats/USD)		15000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ye' Lin Aung	Service	6.4.25	<i>[Signature]</i>
Approved By Dept Head	Nang Nang	(S.H)		
Approved By GM/AGM/COO*	Kyaw Ko" Hlef	AGOH	19.5.25	<i>[Signature]</i>
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	19.5.25	<i>[Signature]</i>
Cash Received	Aye Aye Mom	Cashier	✓	<i>[Signature]</i>
Remark				