



## TRAVEL ADVANCE CLEAR FORM

Advance				
Employee Name	ZYMA	Estimated Date of Travel	9.9.25	
Position Rank	2A	Total Day	1 Day	
BO/BR DIV, Dept	NLP	Destination	over 200 miles	
Purpose				
<b>Travelling Permit</b>				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
<b>Advance Clear</b>				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
9.3.25	ZYMA → 1 Day x 15000	15000		
	NLP/ TR 125/03/0081			
	MP 210 LG, 0000721			
	DRC			
	U Yan Myo Paing			
	Maekalae			
Total Expense (Kyats/USD)		15000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zan Ye Myrd Paing	Service	10.3.25	
Approved By Dept Head	Naung Naung	SH	24.4.25	
Approved By GM/AGM/COO	Kyau ko" Htet	ABOH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	Aye Aye Mon
Cash Received	Aye Aye Mon	Cashier	"	Aye Aye Mon
Remark				