



TRAVEL ADVANCE CLEAR FORM

Employee Name	SYZ, ZYMA	Estimated Date of Travel	27.3.25 to 28.3.25
Position Rank	2B, 2A	Total Day	2 Days
Div. Dept	NLP	Destination	over 400 miles

Travelling Permit

Arrival Place			
Area Date & Time of Travel			
Day			
HR Name			
HR Sign			
RDH Authorized Person Name			
RDH Authorized Person			

Advance Clear

Actual Date & Time of Travel		Total Day	Total Amount	
Departure Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
27.3.25 to	SYZ → 2D x 15000		30000	
28.3.25	ZYMA → 2D x 15000		30000	
	NLP JRI 25/03/0100		7	
	ME 210 LC, 0000721			
	Machine Inspection			
	U Yan Myo Paing mekalee			
Total Expense (Kyats/USD)			60000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Job Report Status				
Approval	Name	Position	Date	Sign
Approved By	Zen Ye Myint Aung	Service	29.3.25	
Approved By Dept Head	Nang Naung	PH	24.4.25	
Approved By GM/AGM/COO	Kyaw Ko" Htet	ABDA	"	
Approved by related Superior				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	Aye
	Aye Aye Mon	Carrier	"	Aye

Remark