



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	YLA, SY2	Estimated Date of Travel	2.3.25 to 11.3.25
Position Rank	3B, 2B	Total Day	3 Days
BU/BR/DIV, Dept	NIP/ BGO	Destination	over (40)
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	Kyats	USD
9.3.25 to	YLA-2 3 Days 15000	45000	
11.3.25	SY2-2 3 Days 15000	45000	
	NIP/ BGO 251C 310079		
	Daw Khin Khin Wine		
	Shweggin		
	ME220		
Total Expense (Kyats/USD)		90000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Ye' Lin Aung	Service	2.3.25	<i>Aung</i>
Approved By Dept Head	Nong Nong	CS.H	24.4.25	<i>[Signature]</i>
Approved By GM/AGM/COO	Kyau ko" Htet	A.B.C.H	"	<i>[Signature]</i>
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	<i>Aye</i>
Cash Received	Aye Aye Mom	Cashier	"	<i>Aye</i>
Remark				