



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Name	NAI	Estimated Date of Travel	3.3.25 to 4.3.25
Position Rank	4B	Total Day	3D
BOH/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			
Authorized Person			

Advance Clear

Actual Date & Time of Travel		Total Day	Total Amount	
Actual Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
3.3.25 to 4.3.25	NN - 2 3D @ 15000 NIP 19R/25/03/0002 Down Pin Mor Cho Who left Pho Khap / Shwegyin 2x 210-50		45000	
Total Expense (Kyats/USD)			45000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Job Report Status

Authorization	Name	Position	Date	Sign
Approved By	Mang Mang	(S.H)	24.4.25	
Approved By Dept Head	Mang Mang	(S.H)	"	
Approved By GM/AGM/COO	Kwon ko Htet	ABOH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	Aye
Case Received	Aye Aye Mom	Cashier	"	Aye