



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	CMF, ZYMA		Estimated Date of Travel	7.8.25
Position Rank	4B 2A	Total Day	1 Day	
BU/BR/DIV, Dept	NLP	Destination	over (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	
7.8.25	CMF → 15000 x 1D	15000		
	ZYMA → 15000 x 1D	15000		
	NLP/TRI 25/03/0074			
	ZX - 210 LCH-5G			
	D&C			
	U. San Lwin Maung			
	Kyauko			
Total Expense (Kyats/USD)		30000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zan Ye Myint Aung	Service	8.3.25	
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
Cash Received	Aye Aye Mon	Cashier	"	Aye
Remark				