



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	NN	Estimated Date of Travel	6.3.25
Position Rank	4B	Total Day	1D
BU/BR/DIV, Dept	NLP/B60	Destination	MYOT(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	Total Amount	
		Kyats	USD
6.3.25	NN -> 1D x 15000	15000	
	NID/BR/25/03/0093 Down Tin Mar Chg Shwegvin 2x 210154-56		
Total Expense (Kyats/USD)		15000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Nang Nang	(S.H.)	24.4.25	
Approved By Dept Head	Nang Nang	(S.H.)	U	
Approved By GM/AGM/COO	Kwan Ko "Hoi	ABCH		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	Aye
Cash Received	Aye Aye Mom	Cashier	"	Aye
Remark				