



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Name	SY2, CM7	Estimated Date of Travel	28.3.25
Position Rank	2B, 2A	Total Day	10
BR/DIV. Dept	NIP/B60	Destination	NYAT (4G)

Travelling Permit

Arrival Place			
Date & Time of Travel			
Total Day			
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

Advance Clear

Date & Time of Travel	Total Day	
Arrival Date & Time	Total Amount	
Date	Description	Total Amount
28.3.25	SY2 -> 1Da 15000	15000
	CM7 -> 1Da 15000	15000
	NIP/DA 125103/0096	
	She Khin Thor	
	Dike-U	
	MC-GGBJ	
Total Expense (Kyats/USD)		30000
Cash Advance (Kyats/USD)		
Balance Refund/Additional (Kyats/USD)		

Job Report Status

Authorization	Name	Position	Date	Sign
Requested By	Chit Min Thee	Service	28.3.25	
Requested By Dept Head	Naung Naung	(S.H.)	24.4.25	
Approved By GM/AGM/COO	Kyaw Ko Hlae	ABOH	"	
Acknowledged by related Superior or Job Report				
HR Check & Approved	Aye Aye Morn	HR	24.4.25	Aye
HR Received	Aye Aye Morn	Cashier	"	Aye