



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	ZYMA	Estimated Date of Travel	11.3.25 to 14.3.25	
Position Rank	2A	Total Day	4 Days	
BU/BR/DIV, Dept	NIP	Destination	over 400 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	
11.3.25 to 14.3.25	ZYMA → 4 DX 15000	60000		
	NIP / TR / 25 / 03 / 0085	7		
	ME 20 LC			
	0000 P21			
	Water in Fed Alcom Appearance			
	maekalae U Yan Myo Paing			
Total Expense (Kyats/USD)		60000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zan Ye Myint Aung	Service	15.3.25	
Approved By Dept Head	Nburg Nburg	SA	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	
Cash Received	Aye Aye Mon	Cashier	"	
Remark				