



# TRAVEL ADVANCE CLEAR FORM

### Cash Advance

Employee Name	NN	Estimated Date of Travel	7/3.25 to 8.3.25
Position Rank	4B	Total Day	20
BU/BR/DIV, Dept	NLP/BOGO	Destination	OVER(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	Kyats	USD
7.3.25 to 8.3.25	NN -> 20 x 15000	300000	
	NLP/BR/25/03/00/25		
	• ko • kyaw • 15000		
	• ko • tott • pho • ta • hoo • / • shaw • ya • tin		
	BE 210 DL		

Total Expense (Kyats/USD)

300000

Cash Advance (Kyats/USD)

Balance Refund/Additional (Kyats/USD)

Job Report Status			
Authorization	Name	Position	Date
Prepared By	Nawng Nawng	(S.H)	24.4.25
Approved By Dept Head	Nawng Nawng	(S.H)	"
Approved By GM/AGM/COO	Kyaw ko" Htet	ABCH	
Acknowledged by related Superior for Job Report			
HR Check & Approved	Aye Aye Morn	HR	24.4.25
Cash Received	Aye Aye Morn	Cashier	"
Remark			