

UMG
Period of Request



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	NN	Estimated Date of Travel	28.4.25
Position Rank	4B	Total Day	1 day
BU/BI/DIV. Dept	NLP	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	Total Amount	
Departure Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
28.4.25	NN → 1D × 15000		15000	
	NLP/TP/25/04/0135		7	
	Daw Tin Maw Cho			
	Zx 210 LCH-5G			
	Shwegyin Inline pump mounting and Test Run			
Total Expense (Kyats/USD)			15000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Job Report Status

Authorization	Name	Position	Date	Sign
Approved By	Moung Moung	(S.H.)	19.5.25	
Approved By Dept Head	Moung Moung	(S.H.)	19.5.25	
Approved By GM/AGM/COO	Kyow Ko" Hled	ABOH	2.6.2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	2.6.25	Aye
Received	Aye Aye Mom	Cashier	"	Aye