



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	SYZ ZYMA	Estimated Date of Travel	31-3-25
Position Rank	2B 2A	Total Day	1 Day
BU/BR/DIV, Dept	NIP	Destination	over 400 miles
Purpose			

Travelling Permit

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

Advance Clear

Arrival Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
31-3-25	SYZ → 1D x 15000	15000	
	ZYMA → 1D x 15000	15000	
	NP/TR/25103/0103 2x350 LCH-56 Regular Service U Zaw Min Htet Shwegejin		
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Zar Ye Myin Aung	Service	1-4-25	[Signature]
Approved By Dept Head	Naung Naung	SA	24-4-25	[Signature]
Approved By GM/AGM/COO	Kyaw Hto Htet	ABOH		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24-4-25	[Signature]
Received	Aye Aye Mon	Cashier	24-4-25	[Signature]