UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Zin Thi Han	Estimated Date of Travel	25. Nov. 2024
Position Rank	Sales Manager	Total Day	4.5 Days
BU/BR/DIV, Dept	KAS, CGD	Destination	Shanghai, China
Purpose	To attend SDLG Global Dealer Summit and Bauma Expo Visit		

Travelling Permit				
Arrival Place	Shanghai, China			
Actual Date & Time of Travel	25. Nov. 2024	11:55 PM	29. Nov. 2024	5:15 PM
Total Day	4.5 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				

Advance Clear			
Actual Date & Time of Travel	25. Nov. 2024	Total Day	4.5 Days
Departure Date & Time	25. Nov. 24 11:55 PM	Arrivial Date & Time	29. 11. 24 5:15 PM

Date	Description	Total Amount Kyats	Total Amount USD
25. Nov. 24	Kyee Myin Dine → Yangon Airport → (China)		
	T.A half day		15/-
26. Nov. 24 to 29. Nov. 24	T.A Charges x 4.5		120/-
~~29. Nov. 24~~			
	Total Expense (Kyats/USD)		135/-
	Cash Advance (Kyats/USD)		
	Balance Refund/Additional (Kyats/USD)		

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Thi Han	Sales Manager	30. Nov. 24	
Approved By Dept Head	Aung Kyaw Thee	OM		
Approved By GM/AGM/COO	Nyatt Yee Aung	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	COO		
HR Check & Approved	Su Thet Mar	SH	2. Dec. 2024	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

CamScanner