



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	YIA	Estimated Date of Travel	3.3.25	
Position Rank	BB	Total Day	1 Day	
BR/DIV/Dept	NIP/BOO	Destination	Over (CO)	
Purpose				
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
HP Name				
HP 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	
3.3.25	YIA → 1 Da 15000	15000		
	NIP/BR/25/03/COG			
	U Zaw Min Htet			
	Shwegyin			
	2x 3500 CH - 5G			
Total Expense (Kyats/USD)		15000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Yo' Lin Aung	Service	3-3-25	
Approved By Dept Head	Nang Nang	(S.H.)	24.4.25	
Approved By GM/AGM/COO	Kyon ko" Htet	ABOH		
Reviewed by related Superior for Job Report				
Check & Approved	Aye Aye Maw	HR	24.4.25	
Cash Received	Aye Aye Maw	Cashier	u	
mark				