UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Min Htun	Estimated Date of Travel	26.10.2024 (6:30Am) to 29.10.2024 (5:00 Pm)	
Position Rank	Driver	Total Day	4 days	
BU/BR/DIV, Dept	AMT	Destination	Transportation from Yangon to Mandalay.	
Purpose	MH881, 38 no - 000380			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel	26.10.2024	(6:30Am) to	29.10.2024	(5:00 Pm)
Total Day	4 days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrivial Date & Time	

Date	Description	Total Amount	
		Kyats	USD
26.10.2024 (6:30Am)	TA , Aung Min Htun (4x15,000)	60000	
to			
29.10.2024 (5:00Pm)			
Total Expense (Kyats/USD)		60000	
Cash Advance (Kyats/USD)		300,000	
Balance Refund/Additional (Kyats/USD)		240,000	

Job Report Sifin				
Authorization	Name	Position	Date	Sign
Prepared By	Saw Thazin Yu	Admin	7.11.2024	
Approved By Dept Head	Chan Myae Lwin.	SH	7.11.2024	
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Ma Lae Lae Mon.	HR	7.11.2024	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02