



## TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	YIA, CMT	Estimated Date of Travel	23.3.25 to 24.3.25
Position Rank	3B, 2A	Total Day	2 Day
BU/BR/DIV, Dept	AIR/REGO	Destination	over (40)
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	
Departure Date & Time		Arrival Date & Time	
Date	Description	Kyats	USD
23.3.25 to	YIA - 2 2D x 15000	30000	
24.3.25	CMT - 2 2D x 15000	30000	
MIS IR/25/03/0093			
U Linn			
Shwegyin			
ME-220			
Total Expense (Kyats/USD)		60000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Chit Min Thu	Service	24.3.25
Approved By Dept Head	Noung Noung	CS.H)	24.4.25
Approved By GM/AGM/COO	Kyaw do" Htet	ABOH	"
Acknowledged by related Superior for Job Report			
HR Check & Approved	Aye Aye Mom	HR	24.4.25
Cash Received	Aye Aye Mom	Cashier	"
Remark			