



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	ZYMA	Estimated Date of Travel	26.4.25 to 28.4.25
Position Rank	2B	Total Day	3 days
BR/DIV. Dept	NLP	Destination	over 400 miles
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	Total Amount	
Departure Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
26.4.25 to 28.4.25	ZYMA → 3 D x 15000		45000	
	NLP/IR/25/01/0134		7	
	U Tan Myo King			
	Machalae			
	MF 210 LG Oil Leakage from Engine			
Total Expense (Kyats/USD)			45000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Job Report Status

Authorization	Name	Position	Date	Sign
Required By	Zan Ye Myint Aung	Service		
Approved By Dept Head	Naing Naing	CS.HD	14.5.25	
Approved By GM/AGM/COO	Kyaw Ko Aung	AGM	2.6.2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	"	Aye.
Cash Received	Aye Aye Mom	Cashier	"	Aye.
Remark				