



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Name	CMT	Estimated Date of Travel	8-4-25
Position Rank	2B	Total Day	1 day
BU/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			

Expenses Clear

Actual Date & Time of Travel	Total Day	Arrival Date & Time	Total Amount	
Date	Description		Kyats	USD
8-4-25	CMT → 1D x 15000		15000	
	NLP/IRI 2B/09/0118			
	U Than Aye			
	Shwegyin			
	E 6255 F			
	Regular Service			
Total Expense (Kyats/USD)			15000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Job Report Status

Authorization	Name	Position	Date	Sign
Approved By	Chit Min Thu	Service	9-4-25	
Approved By Dept Head	Naung Naung	(S.H.)	14-5-25	
Approved By GM/AGM/COO	Kyone Ko Htet	ABOH	2-6-2025	
Acknowledged by related Superior on Job Report				
Checked & Approved	Aye Aye Mam	HR	2-6-25	
Received	Aye Aye Mam	Cashier	"	