



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	NN, SYZ	Estimated Date of Travel	9.4.25
Position Rank	AB, 2C	Total Day	1 day
BU/BR/DIV. Dept	NLP	Destination	over (40) 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	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
9.4.25	NN → 1D × 15000	15000	
	SYZ → 1D × 15000	15000	
	NLP ITRI 25/ 04/ 0120		
	Shee Khin Thax		
	Dike-O		
	Oil leakage from oil sump		
Total Expense (Kyats/USD)		30000	
- Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soi Yox Zox	Service		
Approved By Dept Head	Noung Noung	(S.H.)	19.5.25	
Approved By GM/AGM/COO	Kyaw Ka" Htet	ABOH	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				