



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	SYZ, ZYMA	Estimated Date of Travel	20-3-25 to 20-3-25
Employee Rank	2B, 2A	Total Day	2 Days
HR DIV. Dept	NLP	Destination	Over 400 miles

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			
20-3-25 to	SYZ → 2D x 15000		30000	
20-3-25	ZYMA → 2D x 15000		30000	
	NLP/IR/25/03/0101		7	
	MF 210 LC, 0000725			
	Regular Service			
	U Yan Myo Paing Neekeleae			
Total Expense (Kyats/USD)			60000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Job Report Status	Name	Position	Date	Sign
Prepared By	Zen Te Myint Aung	Service	31-3-25	Z
Approved By Dept Head	Nang Nang	CH	24.4.25	[Signature]
Approved By GM/AGM/COO	Kyaw Ko" Htet	ABOH	"	[Signature]
Reviewed by related Superior				
HR Check & Approved	Aye" Mon	HR	24.4.25	Aye"
Cash Received	Aye" Mon	Cashier	24.4.25	Aye"
Remark				