UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	Min Thu Ya	Estimated Date of Travel	
Position Rank	OM	Total Day	
BU/BR/DIV, Dept	CEI+4	Destination	
Purpose	Branch Visit (TGY BR & MTL BR)		

Travelling Permit

Arrival Place				
Actual Date & Time of Travel	29.4.25 ~ 3.5.25 5.5.25 ~ 11.5.25			
Total Day	7 Days			
HR Name	Theint Thint Thu			
HR Sign				
BOH/Authorized Person Name	Aung Myo Swe			
BOH/Authorized Person				

Advance Clear

Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrivial Date & Time	

Date	Description	Total Amount	
		Kyats	USD
	Total Expense (Kyats/USD)		
	Cash Advance (Kyats/USD)		
	Balance Refund/Additional (Kyats/USD)		

Job Report Status	

Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				

Remark

CamScanner

UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Min Thu Ya	Estimated Date of Travel	
Position Rank	OM	Total Day	
BU/BR/DIV, Dept	CEI+4	Destination	
Purpose			

Travelling Permit				
Arrival Place	TGY BR			
Actual Date & Time of Travel	4.5.25 ~ 9.5.25			
Total Day	6 Days			
HR Name	May Thin Chet			
HR Sign				
BOH/Authorized Person Name	Thet Naing			
BOH/Authorized Person				

Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrivial Date & Time	

Date	Description	Total Amount	
		Kyats	USD
	Total Expense (Kyats/USD)		
	Cash Advance (Kyats/USD)		
	Balance Refund/Additional (Kyats/USD)		

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

CamScanner