



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	SYZ, ZYMA	Estimated Date of Travel	11.4.25
Position Rank	2C 2B	Total Day	1 day
BU/BR/DIV, Dept	NIP	Destination	over (40) miles
Purpose			

<b>Travelling Permit</b>			
Arrival Place			
Actual Date & Time of Travel			
Total Day			
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

<b>Advance Clear</b>			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
11.4.25	SYZ → ID x 15000	15000	
	ZYMA → ID x 15000	15000	
	NIP / JRI 25 / 04 / 6126		
	U San Win Maung		
	Shwe gyin		
	2x 2nd LCA - 5th		
	Regular Service		
	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	C.S.H	14.5.25	
Approved By GM/AGM/COO	Kyow ko" Htet	ABOH	2.6.2025	
Acknowledged by related Superior of Job Report				
Check & Approved	Aye Aye Mom	HR	2.6.25	
Received	Aye Aye Mom	Cashier		