



TRAVEL ADVANCE CLEAR FORM

Cash Advance

| | | | |
|-----------------|----------|--------------------------|----------|
| Employee Name | YLA, SY2 | Estimated Date of Travel | 8.3.25 |
| Position Rank | 3B, 2B | Total Day | 1 Day |
| BU/BR/DIV, Dept | NIP/BGC | Destination | over(40) |
| 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 |
| 8.3.25 | YLA → 1D × 15000 | 15000 | |
| | SY2 → 1D × 15000 | 15000 | |
| | NIP (SR/25/03/0078) | | |
| | 1) 2ow Min Htet | | |
| | Shwegyin | | |
| | 2) 200 350 (A-5 G) | | |
| Total Expense (Kyats/USD) | | 30000 | |
| Cash Advance (Kyats/USD) | | | |
| Balance Refund/Additional (Kyats/USD) | | | |

Job Report Status

| Authorization | Name | Position | Date | Sign |
|---|----------------|----------|---------|--------------------|
| Prepared By | Ye' Lin Aung | Service | 8.3.25 | <i>[Signature]</i> |
| Approved By Dept Head | Nong Meong | (S.H.) | 24.4.25 | <i>[Signature]</i> |
| Approved By GM/AGM/COO | Kyone Ko" Htet | A.B.O. H | | |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | Aye Aye Mom | HR | 24.4.25 | Aye |
| HR Received | Aye Aye Mom | Cashier | " | Aye |