UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance

Name	NN	Estimated Date of Travel	3.3.25 to 4.3.25
Rank	4B	Total Day	3D
BR/Div/Dept	NIP/ BGO	Destination	over (4D)
Purpose			

Travelling Permit

Arrival Place				
Actual Date & Time of Travel				
Total Day				
HR Name				
HR Sign				
BGH/Authorized Person Name				
Authorized Person				

Advance Clear

Actual Date & Time of Travel		Total Day	
Arrival Date & Time		Arrival Date & Time	

Date	Description	Total Amount Kyats	$
3.3.25 to 4.3.25	NN - 3D x 15000	45000	
	NIP IDR/25/03/0062		
	Daw Tin Mar Cho		
	Kho tall Pho khae / Shwegyin		
	ZX 210-5G		
	Total Expense (Kyats/USD)	45000	
	Cash Advance (Kyats/USD)		
	Balance Refund/Additional (Kyats/USD)		

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Nang Nang	(S.H)	24.4.25	
Approved By Dept Head	Nang Nang	(S.H)	"	
Approved By GM/AGM/COO	Kyaw ko" Htet	ABCH		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	Aye
Cash Received	Aye Aye Mom	Cashier	"	Aye.

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