



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aye Thanda Soe / Kyi Kyi Win		Estimated Date of Travel	14.7.25 (7:00 AM) to 24.7.25 (8:15 PM)
Position Rank	Department Head		Total Day	11 days
BU/BR/DIV, Dept	PG BU		Destination	-
Purpose	To support Branch sale prospect and After Sale			
Travelling Permit				
Arrival Place	MWD and HPN BR			
Actual Date & Time of Travel	14.7.25 (7:00 AM) to 24.7.25 (8:15 PM)			
Total Day	11 days			
HR Name	Zar Ni Htet			
HR Sign				
BOH/Authorized Person Name	Chit Oo Maung			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	14.7.25 (7:00 AM)		Total Day	11 days
Departure Date & Time	14.7.25 (7:00 AM)		Arrival Date & Time	24.7.25 (8:15 PM)
Date	Description	Total Amount		
		Kyats	USD	
14.7.25	Bus Charges (YGN to HPN) - 21000 Ks x 2 PC	42000	✓	
to	Bus Charges (HPN to YGN) - 15000 Ks x 2 PC	30000	✓	
24.7.25	Taxi Charges (HO to Aung Mye Thazan Highway) - 25000 Ks	25000	✓	
	Taxi Charges (Aungmye to Home) - 25000 Ks	25000	✓	
	TA Charges - 15000 Ks x 2 PC = 30000 Ks x 11 days	330000	✓	
	၁၁၁၁၁ to ၆၀၀၀ to ၁၁၁၁၁ ကုန်ကြေး = 30000 Ks	30000	✓	
		7		
Total Expense (Kyats/USD)		482000	✓	
Cash Advance (Kyats/USD)		1000000		
Balance Refund/Additional (Kyats/USD)		518000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Kaung Khant HO	S' staff	25.7.2025	
Approved By Dept Head	Aye Thanda Soe	Department Head	25.7.2025	
Approved By GM/AGM/COO	Soe Htet Tin	AGM	25.7.2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Phyo Wai Nyein	HR	25.7.2025	
Cash Received				
Remark				

