



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	NM, SYZ	Estimated Date of Travel	8.4.2025
Position Rank	9B, 2C	Total Day	1D
BU/BR/DIV, Dept	NIP, BGO	Destination	over (40)
Purpose			

Travelling Permit

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

Advance Clear

Actual Date & Time of Travel	Total Day	Total Amount	
Signature Date & Time	Arrival Date & Time	Kyats	USD
Date	Description		
8.4.2025	NM - 7.1 x 15000	15000	
	SYZ - 7.1 x 15000	15000	
	NIP/GR/25/04/0117		
	U Son Lin in Mawng		
	Kyoikto		
	2x 2101CH-5G		
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Report Status

Authorization	Name	Position	Date	Sign
Approved By	Soi Yor Zor	Service		
Approved By Dept Head	Nawng Mawng	(S.H.)	14.5.25	
Approved By GM/AGM/COO	Kwin ko" Htet	ABOH	2.6.2025	
Notified by related Superior of Report				
Checked & Approved	Aye Aye Mawm	HR	"	
Received	Aye Aye Mawm	Cashier	"	