UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	HZM, TWL	Estimated Date of Travel	25.8.24(10:30AM) to 6.9.24 (8:00PM)
Position Rank	SAV Head, mechanic	Total Day	13 Day
Division/Dep. Dept	MMM Br, SAV Dept	Destination	Over 40 miles
Purpose	Saint Khaing Lwin, LG-9561, 9G9537N, MM/, BR, Three Pagoda, Engine Cont start & Fuel pump & Nozzles Dismounting, Brake System Repairing, Engine oil leakage Radiator & coolant line cleaning		
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
25.8.24 to 6.9.24	Travelling charges for day, 13Day x 2MP x 15000	390000	
Total Expense (Kyats/USD)		390000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Hein Tow Moe	SAV Head	9.9.24	
Approved By Dept Head	Hein Tow Moe	"	"	
Approved By GM/AGM/COO	Paing Soe Lynn	COO	"	
Acknowledged by related Superior for Job Report	Myo Hlike Aung	BOH	"	
HR Check & Approved	Thimar Nyo	HR	"	
Cash Received	Hein Tow Moe	SAV Head	"	

Remark

04-CTD-CAS-FRM-006-02

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CASH ADVANCE CLEAR FORM

Date : 9.9.24

BU/BR/Division : MIM Branch

Department : SAV Department

Advance Issue : 300000 Kyats/ ..... USD

No	Issue Time	Date	Payment Voucher No	Amount USD	Amount Kyats	Descriptions
1	1st Time Advance				300000	TA - 390000,
2	2nd Time Advance					Three Pagoda, SAV Job
3	3rd Time Advance					
			Total Advance		300000	
			Total Actual		390000	
			Balance Refund/Additional		90000	

Request By	Checked By	Checked By	Approved By	Approved By
HZM				
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC
Hein Zaw Moe	Myo Htike Aung	Htin Phoint Lwai	Myo Htike Aung	04-CFD-CAS-FRM-002-03

Total Expense (Kyats/USD)		390000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Hein Zaw Moe	SAV Head	9.9.24	
Approved By Dept Head	Hein Zaw Moe	"	"	
Approved By GM/AGM/COO	Paing Soe Lynn Myo Htike Aung	COO BOH	"	
Acknowledged by related Superior for Job Report			"	
HR Check & Approved	Thimar Ngo	HR	"	
Cash Received	Hein Zaw Moe	SAV Head	"	

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