



## TRAVEL ADVANCE CLEAR FORM

**Cash Advance**

Employee Name	YIA	Estimated Date of Travel	2.3.25
Position Rank	3B	Total Day	1 Day
RR/DIV, Dept	NLP/BGO	Destination	Over(40)

**Travelling Permit**

Arrival Place			
Actual Date & Time of Travel			
Total Day			
HP Name			
HP No			
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	
2.3.25	YIA → 1 Da 15000	15000		
	NLP/DR/25/03/0069			
	U 2cm Min Hotel			
	Shwegyin			
	2x 3501CH-5G			
Total Expense (Kyats/USD)		15000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

**Int Report Status**

Authorization	Name	Position	Date	Sign
Prepared By	Yo' Lin Aung	Service	3-3-25	
Approved By Dept Head	Nang Neeng	(S.H)	24.4.25	
Approved By GM/AGM/COO	Kyon Ko" Htet	ABCH	"	
Approved by related Superior Int Report				
Check & Approved	Aye Aye Mom	HR	24.4.25	
Received	Aye Aye Mom	Cashier	"	