



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	NN	Estimated Date of Travel	17.3.25 to 19.3.25
Position Rank	4B	Total Day	3 Day
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			
BOH/Authorized Person Name			
BOH/Authorized Person			
Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Kyats	
17.3.25 to 19.3.25	NN → 3D × 15000	45000	
	NIP / TR / 25 / 03 / 0086		
	Li Aung Zow Min		
	Kyau Ko		
	1956H		
Total Expense (Kyats/USD)		45000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Nceing Nceing	(S.H)	24.4.25
Approved By Dept Head	Nceing Nceing	(S.H)	"
Approved By GM/AGM/COO	Kyau Ko " Htef	A.B.C.H	"
Acknowledged by related Superior for Job Report			
HR Check & Approved	Aye Aye Mam	HR	24.4.25
Cash Received	Aye Aye Mam	Cashier	"
Remark			