UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance	–		9:00Am 6:30Pm
Employee Name	Thae Oo	Estimated Date of Travel	1.4.25 > 14.4.25
Position Rank	Junior Mechanic	Total Day	14days
BU/BR/DIV./Dept	PG	Destination	
Purpose	MDY Volunteer		

Travelling Permit				
Arrival Place	Mandalay			
Actual Date & Time of Travel	1.4.25 (9:00Am)			
Total Day	14days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				

Advance Clear			
Actual Date & Time of Travel	1. 4. 25 9:00Am	Total Day	14days
Departure Date & Time	1. 4. 25 9:00 Am	Arrival Date & Time	14. 4. 25 (6:30Pm)

Date	Description	Total Amount Kyats	Total Amount USD
1.4.25 > 14.4.25	For TA days => 14days x 15000/.	210000/.	
	Total Expense (Kyats/USD)	210000/.	
	Cash Advance (Kyats/USD)	–	
	Balance Refund/ Additional (Kyats/USD)	–	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Chit Pon Su	SH	12.5.25	
Approved By Dept Head	Tint Naing	DH	12.5.25	
Approved By GM/AGM/COO	Soe Hlet Tin	AGM		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Phyo Wai Nyein	HR	12-5-25	Phyo
Cash Received				

Remark

04-CFD-CAS-FRM-006-02

CamScanner