



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	SYZ, CMT	Estimated Date of Travel	3.3.25	
Position Rank	2F 7A	Total Day	1 Day	
BU/BR/DIV, Dept	NLP	Destination	over 100 miles	
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	Total Amount		
		Kyats	USD	
3.3.25	SYZ → 1 Day x 15000	15000		
	CMT → 1 Day x 15000	15000		
	NLP / 29/25 / 08 / 100 G7			
	Zx 210 LH-5 R			
	U ko ko Lwin			
	D & C			
	Shwegyin			
	Total Expense (Kyats/USD)	30000		
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional (Kyats/USD)			
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Chit Min Thu	Service	4.3.25	
Approved By Dept Head	Naung Naung	SH	24.4.25	
Approved By GM/AGM/COO	Kyan ko" Htel	ABOH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	Aye
Cash Received	Aye Aye Mon	Cashier	"	Aye
Remark				