



## TRAVEL ADVANCE CLEAR FORM

### Cash Advance

Employee Name	YLA, SY2	Estimated Date of Travel	6.3.25
Service Rank	SB, 2A	Total Day	1 Day
RR/DIV, Dept	NLP/BGO	Destination	0408(90)
Expense			

### Travelling Permit

Arrival Place			
Departure Date & Time of Travel			
Total Day			
HR Name			
HR Sign			
Authorized Person Name			
Authorized Person			

### Advance Clear

Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
6.3.25	YLA → 1 Day 15000	15000	
	SY2 → 1 Day 15000	15000	
	NLP/JR/25/03/0071		
	Uko ko twin		
	Shwegyin		
	2x 210 CH - SG		
Total Expense (Kyats/USD)			30000
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

### Job Report Status

Organization	Name	Position	Date	Sign
Approved	Ye' Lin Aung	Service	6.3.25	
Approved By Dept Head	Neung Neung	(S.H)	24.4.25	
Approved By GM/AGM/COO	Kyan Kc" Htet	ABOH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	
Cash Received	Aye Aye Mom	Cashier	"	
Remark				