



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	YLA, SY2	Estimated Date of Travel	8.3.25	
Position Rank	3B, 2B	Total Day	1 Day	
BU/BR/DIV, Dept	NIP/BGC	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	USD	
8.3.25	YLA → 1D × 15000	15000		
	SY2 → 1D × 15000	15000		
	NIP/BR/25/03/0078			
	1) 2aw Min Htet			
	Shwegyin			
	200 200 350 (A-S G)			
Total Expense (Kyats/USD)		30000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ye' Lin Hng	Service	8.3.25	
Approved By Dept Head	Ngung Neong	(S.H)	24.4.25	
Approved By GM/AGM/COO	Kyauw Ko" Htet	A.B.O.H		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	
Cash Received	Aye Aye Mom	Cashier	"	
Remark				