



# TRAVEL ADVANCE CLEAR FORM

### Cash Advance

Name	NN, ZYMA	Estimated Date of Travel	20.4.25
Position Rank	AB, 2B	Total Day	1 day
BU/BR/DIV. Dept	NLP	Destination	over (40) 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	Total Amount	
Departure Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
20.4.25	NN → LD x 15000		15000	
	ZYMA → LD x 15000		15000	
	NLP/IR/25/04/0129		7	
	U Zaw Min Htet			
	Zx 950 LCH-56 machine inspection			
Total Expense (Kyats/USD)			30000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

### Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Zon Ye' Myint Aung	Service		
Approved By Dept Head	Noung Noung	CS. 42	19.5.25	
Approved By GM/AGM/COO	Kyone ko" Htet	ABOH	2.6.2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Morn	HR	u	Aye
Asn Received	Aye Aye Morn	Cashier	u	Aye