



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	MN, CMT	Estimated Date of Travel	11.3.25
Position Rank	4B, 2A	Total Day	1 Day
BU/BR/DIV, Dept	MLP/BGO	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	Total Amount	
		Kyats	USD
11.3.25	MN -> 1 Day 15000	15000	
	CMT -> 1 Day 15000	15000	
	MLP/BGO 125/03/0084		
	Shu Khin Phox		
	Dike-1		
	MF-6955		
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	11.3.25	
Approved By Dept Head	Naung Naung	(S.H.)	24.4.25	
Approved By GM/AGM/COO	Kyau Hte Htet	A.B.C.H		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mern	HR	24.4.25	
Cash Received	Aye Aye Mern	Cashier	"	
Remark				