



## TRAVEL ADVANCE CLEAR FORM

### Cash Advance

Employee Name	CMT	Estimated Date of Travel	9-4-25
Position Rank	ZB	Total Day	1 day
BU/BR/DIV. Dept	NLP	Destination	over 400 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			
9-4-25	CMT → 1 D × 15000		15000	
	NLP LIR/25/04/0121		7	
	U. Than Aye			
	Shuegjin			
	Machine Inspection			
	EG255F			
Total Expense (Kyats/USD)			15000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

### Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Chit Min Tha	Service	10-4-25	
Approved By Dept Head	Noung Noung	(S.H.)	19-5-25	
Approved By GM/AGM/COO	Kyow Ko" Htet	ABOH	2-6-2025	
Knownledged by related Superior Job Report				
HR Clerk Approved	Aye Aye Mom	HR	2-6-25	
Cash Received	Aye Aye Mom	Cashier		