UMG

# TRAVEL ADVANCE CLEAR FORM

**Cash Advance**

| | | | |
|---|---|---|---|
| Employee Name | NN, ZYMA | Estimated Date of Travel | 20.3.25 |
| Position Rank | 4B , 2A | Total Day | 1 Day |
| HR DA Dept | NLP | Destination | over (40) miles |
| Purpose | | | |

**Travelling Permit**

| | | | | |
|---|---|---|---|---|
| Arrival Place | | | | |
| Actual Date & Time of Travel | | | | |
| Total Day | | | | |
| Driver Name | | | | |
| TP Sign | | | | |
| BGH/Authorized Person Name | | | | |
| BGH/Authorized Person | | | | |

**Advance Clear**

| | | | |
|---|---|---|---|
| Actual Date & Time of Travel | | Total Day | |
| Departure Date & Time | | Arrivial Date & Time | |

| Date | Description | Total Amount Kyats | USD |
|---|---|---|---|
| 20.3.25 | NN → 1D x 15000 | 15000 | |
| | ZYMA → 1D x 15000 | 15000 | |
| | NLP/JR/25/03/0090 | | |
| | ZX-810 LCH-SG | | |
| | Regular Service | | |
| | U San Lwin Naung | | |
| | Bilin, Mon | | |
| | Total Expense (Kyats/USD) | 30000 | |
| | Cash Advance (Kyats/USD) | | |
| | Balance Refund/Additional (Kyats/USD) | | |

**Job Report Status**

| Information | Name | Position | Date | Sign |
|---|---|---|---|---|
| Prepared By | Zan Ye Myint Aung | Service | 21.3.25 | |
| Approved By Dept Head | Naung Naung | SH | 24.4.25 | |
| Approved By GM/AGM/COO | | | | |
| Acknowledged by related Superior for Cash Report | Aye Aye Mon | HR | 24.4.25 | Aye. |
| Check & Approved | Aye Aye Mon | cashier | " | Aye |
| Cash Received | | | | |

Remark

04-CFD-CAS-FRM-006-02

Scanned with MOBILE SCANNER