



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Ma Soint Soint Thu		Estimated Date of Travel	4.12.24 to 7.12.24
Position Rank	AGM I R-7A		Total Day	4 days
BU/BR/DIV, Dept	MAC		Destination	
Purpose	Going to Kalaw Hotel			
Travelling Permit				
Arrival Place	Kalaw			
Actual Date & Time of Travel	4.12.24	6:00 AM	7.12.24	7:00 PM
Total Day	4 days			
HR Name	Swe Swe win			
HR Sign				
BOH/Authorized Person Name	-			
BOH/Authorized Person	-			
Advance Clear				
Actual Date & Time of Travel	4.12.24 to 7.12.24 (6:00 AM)		Total Day	4 days
Departure Date & Time	4.12.24 (6:00 AM)		Arrival Date & Time	7.12.24 (7:00 PM)
Date	Description	Total Amount		
		Kyats	USD	
4.12.24 to 7.12.24	Going to Kalaw Hotel (Top management Inst)	60000/-		
	4 x 15000			
Total Expense (Kyats/USD)		60000/-		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Swe Swe win	DH	14.12.24	
Approved By Dept Head	Ko Taw Min Myat	ACGO		
Approved By GM/AGM/COO	Ma Soint Soint Thu	AGM	14.12.24	
Acknowledged by related Superior for Job Report	Ko Taw Min Myat	ACGO		
HR Check & Approved	Swe Swe win	DH	14.12.24	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02