



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	SY2, CMT	Estimated Date of Travel	28.3.25
Position Rank	2B, 2A	Total Day	1D
BR/DIV. Dept	NIP/BO	Destination	Overseas

Travelling Permit

Arrival Place	
Departure Date & Time of Travel	
Total Day	
HR Name	
HR Sign	
BOH/Authorized Person Name	
BOH/Authorized Person	

Advance Clear

Departure Date & Time		Total Day	Arrival Date & Time	
Date	Description		Total Amount	
			Kyats	USD
28.3.25	SY2 - 7 1D x 15000		15000	
	CMT - 7 1D x 15000		15000	
	NIP/BO/25/03/0096			
	Shwe Khin Thor			
	Dike-U			
	MC-GGBS			
Total Expense (Kyats/USD)			30000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Unit Report Status

Authorization	Name	Position	Date	Sign
Approved By	Chit Min Thee	Service	28.3.25	
Approved By Dept Head	Noung Noung	(S.H)	24.4.25	
Approved By GM/AGM/COO	Kyone Ko" Hled	ABOH		
Acknowledged by related Superior or Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	Aye
Cash Received	Aye Aye Mom	Cashier	"	Aye

UMG-CAS-FRM1