



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	MM, ZYMA	Estimated Date of Travel	20.3.25
Position Rank	4B, 2A	Total Day	1 Day
HR Div Dept	NLP	Destination	over 400 miles

Travelling Permit

Arrival Place			
Actual Date & Time of Travel			
Total Day			
HR Name			
HR Sign			
Dept/Authorized Person Name			
Dept/Authorized Person			

Advance Clear

Actual Date & Time of Travel		Total Day	Total Amount	
Departure Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
20.3.25	NN → 1D × 15000		15000	
	ZYMA → 1D × 15000		15000	
	NLP/JR/25/03/0090		7	
	ZX-210 LCH-56			
	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

Preparation	Name	Position	Date	Sign
Prepared By	Zan Ye Myint Aung	Service	21.3.25	Zan Ye Myint Aung
Approved By Dept Head	Naung Naung	SH	24.4.25	Naung Naung
Approved By GM/AGM/COO	Myaw Ho Ho Htet		"	Myaw Ho Ho Htet
Reviewed by related Superior	Aye Aye Mon	HR	24.4.25	Aye Aye Mon
Checked & Approved	Aye Aye Mon	Cashier	"	Aye Aye Mon
Cash Received				Aye Aye Mon

Remark