



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	CMT	Estimated Date of Travel	10.4.25
Position Rank	2B	Total Day	1 Day
BR/DIV. Dept	NLP/BOGO	Destination	over (40)
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		
10.4.25	CMT-2 IDx 15000	15000	
	NLP/BR/25/04/0123		
	U Ko Ko Lwin		
	Shwegyin		
	Doc 2101CH-8G		
Total Expense (Kyats/USD)		15000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status	Name	Position	Date	Sign
Authorized By	Chit Min Thu	Service	10.4.25	
Approved By Dept Head	Noung Nourng	(S.H)	19.5.25	
Approved By GM/AGM/COO	Kyow ko Htet	ABOH	2.6.2025	
Acknowledged by related Superior or Job Report				
HR Check & Approved	Aye Aye Mom	HR	"	
HR Received	Aye Aye Mom	Cashier	"	