



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	NNN ZYMA	Estimated Date of Travel	22.3.25
Position Rank	4B' 2A	Total Day	1 Day
BR/Div, Dept	NLP	Destination	(over 40) miles

Travelling Permit

Place			
Actual Date & Time of Travel			
Total Day			
HR Name			
Authorized Person Name			
Authorized Person			

Advance Clear

Actual Date & Time of Travel	Total Day		
Departure Date & Time	Arrival Date & Time		
Date	Description	Total Amount	
		Kyats	USD
22.3.25	NN → 1D x 15000	15000	
	ZYMA → 1D x 15000	15000	
	NLP / TRJ 25 / 03 / 10092		7
	2x 210 LCH-SR		
	Regular Service		
	U. Ko Ko Lwin		
	Shwe-kyin		
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Approved By	Tan Ye Myint Aung	Service	23.3.25	
Approved By Dept Head	Naung Naung	SH	24.4.25	
Approved By GM/AGM/COO	Kyauar Ko" Htet	ABOH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	
	Aye Aye Mon	Cashier	"	