



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Zar Ni Aung, Htet Win Lwin, Yan Naing Lin		Estimated Date of Travel	9.9.2024 - 13.9.2024
Position Rank			Total Day	(5) days
BU/HR/INV. Dept	CE-3 BCU		Destination	Yangon-Mandalay, Meiktila
Purpose	Market Visit, Customer Appointment and Machine Repair			
Travelling Permit				
Arrival Place	Meiktila Mandalay			
Actual Date & Time of Travel	(9.9.2024 9:00am - 13.9.2024 8:00pm)			
Total Day	5 days			
HR Name	Mi Mi Naing			
HR Sign	[Signature]			
BOE Authorized Person Name	Aung Myat Myat			
BOE Authorized Person	Aokha			
Advance Clear				
Actual Date & Time of Travel	(9.9.2024 9:00am - 13.9.2024 8:00pm)		Total Day	5 days
Departure Date & Time	9.9.2024 - 9:00am		Arrival Date & Time	13.9.2024 - 8:00pm
Date	Description	Total Amount		
		Kyats	USD	
(9.9.24 - 13.9.2024)	Travelling Allowance (15000 x 5 days) x 2 persons	150,000/-		
(9.9.24 - 13.9.24)	Fuel charges for 40/5524	60,500/-		
	Toll Gate charges	19,900/-		
	Hotel charges	173,600/-		
	Car Repair charges (buying Wiber)	10,000/-		
	Total Expense (Kyats/USD)	958,500/-		
	Cash Advance (Kyats/USD)	500,000/-		
	Balance Refund/Additional (Kyats/USD)	458,500/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Mi Mi Naing	HR Executive	24.9.2024	[Signature]
Approved By Dept Head	Zar Ni Aung	AGM	24.9.2024	[Signature]
Approved By GM/AGM/COO	Zar Ni Aung	AGM	24.9.2024	[Signature]
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	25.09.2024	[Signature]
HR Check & Approved	Mi Mi Naing	HR Executive	24.9.2024	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

စခန်းသစ် (ထိလာ) ဟိုတယ်

ရန်ကင်းမြို့တော်၊ ရန်ကင်း-ပုသိမ်လမ်းပေါ်၊ ပိတောက်မြို့၊ Ph: 09-969 777 088, 09-310 345 36

Name ကိုကျော်စော Date 9.9.2024
 Room No. 114A Arrival Time _____ Rate 40000

Room No.	Date	Apartment	Restaurant	Minibar	Telephone	Laundry	Total	
114A	9.9.24		Room Charge			=	40000	
	10.9.24					=	40000	
	11.9.24					=	40000	
Total								120000
Tax 10% 3%								3600
Service 10%								
Grand Total								123600

01525

"Checked out time 12 noon"

Thae

Cashier