



## TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	SYZ, ZYMA	Estimated Date of Travel	10.4.25 to 20.4.25
Position Rank	2C, 2B	Total Day	2 days
BR/DIV. Dept	NLP	Destination	over 400 miles
Purpose			

<b>Travelling Permit</b>			
Arrival Place			
Actual Date & Time of Travel			
Total Day			
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

<b>Advance Clear</b>			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
10.4.25 to	SYZ → 2 D x 15000	30000	-
20.4.25	ZYMA → 2 D x 15000	30000	
NLP ITRI 25/04/0106 U Kyaw Lin Aung 7x 210 LCH-5G Final Dixie Abnormal Shuegjin		7	
Total Expense (Kyats/USD)		60000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

<b>Approval Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zan Ye Myint Aung	Service	30.4.25	
Approved By Dept Head	Naung Naung	SH	19.5.25	
Approved By GM/AGM/COO	Kyaw ko ko Htet	ABDA	2.6.2025	
Knowledge by related Superior Job Report				
Check & Approved	Aye Aye Mon	HR	u	
Received	Aye Aye Mon	Cashier	u	
Mark				