



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	NN	Estimated Date of Travel	7.3.25 to 8.3.25
Position Rank	4B	Total Day	20
BU/BR/DIV, Dept	NIP/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	
Departure Date & Time		Arrival Date & Time	

Date	Description	Total Am.	
		Kyats	USD
7.3.25 to 8.3.25	NN -> 20 x 15000	300000	
	NIP/BR/25/03/0075		
	ko kyaw Lwin OO		
	1kg lath pho khoe / Shweyin		
	BE 210.D1		
Total Expense (Kyats/USD)		300000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status	
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Authorization	Name	Position	Date	Sign
Prepared By	Naing Naing	(S.H)	24.4.25	
Approved By Dept Head	Naing Naing	(S.H)	"	
Approved By GM/AGM/COO	Kyaw ko Ate	ABCH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	Aye
Cash Received	Aye Aye Mon	Cashier	"	Aye

Remark