

TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Soe Min Htwe		Estimated Date of Travel	7 Days
Position Rank	DH		Total Day	7 Days
BU/HR DIV, Dept	Taungtha		Destination	Taungtha - Yangon (HS)
Purpose				
Travelling Permit				
Arrival Place	TGO TO YGN			
Arrival Date & Time of Travel	12.May.25. 9:00AM			
Total Day	7 Day			
HR Name	Hany OO			
HR Sign	Hany			
BOH Authorized Person Name	Soe Min Htwe			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	12.5.2025 - 18.5.2025		Total Day	7 Days
Departure Date & Time	12.5.2025 (10:30 AM)		Arrival Date & Time	18.5.2025 (3PM)
Date	Description	Total Amount		
		Kyats	USD	
12.May.25.	Go to TGO to YGN (TA Chg)	15000		
13,14,15,16,17,18.	(13.May.25) to (18.May.25) 15000 x 6 TA	90000		
			7	
Total Expense (Kyats/USD)		105000 Ky		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Min Htwe	Dept; Head	19.5.2025	
Approved By Dept Head	Soe Min Htwe	Dept; Head	19.5.2025	
Approved By GM/AGM/COO	Haing Soe Lynn	COO		
Approved by related Superior				
Check & Approved	Hany OO	Admin Head	19.5.25	Hany
Received				

