



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	897 ZYMA	Estimated Date of Travel	31-3-25
Position Rank	2B' 2A	Total Day	1 Day
BU/BR/DIV, Dept	NIP	Destination	Over 400 miles
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 Amount	
		Kyats	USD
31-3-25	897 → ID x 15000	15000	
	ZYMA → ID x 15000	15000	
NP/TR/25103/0103 2x350 LCH-56 Regular Service U Zaw Min Hotel Shwe gyin		7	
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zar U Myin Aung	Service	1-4-25	
Approved By Dept Head	Naung Naung	SA	24-4-25	
Approved By GM/AGM/COO	Kyaw Ko" Htet	ABOH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24-4-25	Aye
Cash Received	Aye Aye Mon	Cashier	24-4-25	Aye
Remarks				