UMC

TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Min Thu Ya	Estimated Date of Travel	
Position Rank	OM	Total Day	
BU/BR/DIV, Dept	CEI-4	Destination	
Purpose			
Travelling Permit			
Arrival Place	TGY BR		
Actual Date & Time of Travel	4.5.25 ~ 9.5.25		
Total Day	6 Days		
HR Name	May Thin Chet		
HR Sign			
DCH Authorized Person Name	Thet Htwe		
DCH Authorized Person			

Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	

Date	Description	Total Amount Kyats	Total Amount USD
29.4.25			
to	13 Days x 15000 l	- 195000 l.	
11-5-25	Fuel charge	- 610000 l.	
	Car Tollgate pass fee	- ~~39300~~ l.	
		376,00 l.	
		~~844300~~	
		842600 l.	
	Total Expense (Kyats/USD)	- ~~844300~~ l. 842600 l.	
	Cash Advance (Kyats/USD)	- 1000000 l.	
	Balance Refund/Additional (Kyats/USD)	~~155700~~ 157400 l.	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Saw Htet Htaing	Section Head.	26-5-25.	
Approved By Dept Head	Min Thu Ya	OM	26.5.2025	
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report	Zaw Min Myat	GM.	28.05.25	
HR Check & Approved	Saw Htet Htaing	Section Head	26-5-25	
Cash Received	Min Thu Ya	OM	26.5.2025	
Remark				

04-CFD-CAS-FRM-006-02

UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Min Thu Ya	Estimated Date of Travel	
Position Rank	OM	Total Day	
BU/BR/DIV, Dept	CEI+4	Destination	
Purpose	Branch Visit (TGY BR & MTL BR)		

Travelling Permit				
Arrival Place				
Actual Date & Time of Travel	29.4.25~3.5.25 5.5.25~11.5.25			
Total Day	7 Days			
HR Name	Thein Thein Thu			
HR Sign				
BOH/Authorized Person Name	Aung Myo Swe			
BOH/Authorized Person				

Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrivial Date & Time	

Date	Description	Total Amount	
		Kyats	USD
	Total Expense (Kyats/USD)		
	Cash Advance (Kyats/USD)		
	Balance Refund/Additional (Kyats/USD)		

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				

Remark

04-CFD-CAS-FRM-006-02

CamScanner