



TRAVEL ADVANCE CLEAR FORM

Employee Name	YLA, ZYMA	Estimated Date of Travel	24-3-25 to 25-3-25
Rank	3B, 2A	Total Day	2 Days
Destination	NIP	Destination	over (40) miles

Travelling Permit			
Arrival Place			
Actual Date & Time of Travel			
Total Day			
HR Name			
SOH Authorized Person Name			
SOH Authorized Person			

Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
24-3-25 to 25-3-25	YLA → 2D x 15000	30000	
	ZYMA → 2D x 15000	30000	
	NIP/IRI 25/03/0097 MF 210 LC 0000721 Regular Service U Yan Myo Paing Mekkelee		
	Total Expense (Kyats/USD)	60000	
	Cash Advance (Kyats/USD)		
	Balance Refund/Additional (Kyats/USD)		

Job Report Status				
Preparation	Name	Position	Date	Sign
Prepared By	Zen & Myint Aung	Service	26-3-25	2
Approved By Dept Head	Naung Naung	SH	24-4-25	[Signature]
Approved By GM/AGM/COO	Kyau Kyau Htet	ASOH	"	[Signature]
Approved by related Superior				
Checked & Approved	Aye Aye Mon	HR	24-4-25	Aye
	Aye Aye Mon	Cashier	"	Aye