



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	CMT, ZYMA	Estimated Date of Travel	17.3.25	
Position Rank	2B 2A	Total Day	1 Day	
BU/BR/DIV, Dept	NIP	Destination	over (40) 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	
17.3.25	CMT → 1D x 15000	15000		
	ZYMA → 1D x 15000	15000		
	NIP / TRIP / 03 / 0087	7		
	MC 66 BS			
	SHU KHIN THAR (RTV)			
	Regular Service			
Total Expense (Kyats/USD)		30000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zon Ye Myint Aung	Services	18.3.25	Z
Approved By Dept Head	Nang Nang	SH	24.4.25	
Approved By GM/AGM/COO	Kyan Ko" Htet	ASOH	"	
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				