UMG

# TRAVEL ADVANCE CLEAR FORM

**Cash Advance**

| | | | |
|---|---|---|---|
| Employee Name | YLA, CMT, ZYMA | Estimated Date of Travel | 18.3.25 |
| Rank | SB, 2B, 2A | Total Day | 1 Day |
| HR DIV, Dept | NLP | Destination | over 400 miles |
| Purpose | | | |

**Travelling Permit**

| | | | | |
|---|---|---|---|---|
| Arrival Place | | | | |
| Actual Date & Time of Travel | | | | |
| Total Day | | | | |
| HR Name | | | | |
| HR Sign | | | | |
| GM/AGM Authorized Person Name | | | | |
| GM/AGM Authorized Person | | | | |

**Advance Clear**

| | | | |
|---|---|---|---|
| Actual Date & Time of Travel | | Total Day | |
| Departure Date & Time | | Arrivial Date & Time | |

| Date | Description | Total Amount Kyats | Total Amount USD |
|---|---|---|---|
| 18.3.25 | YLA → ID x15000 | 15000 | |
| | CMT → ID x 15000 | 15000 | |
| | ZYMA → ID x 15000 | 15000 | |
| | | | |
| | | | |
| | NLP/JR/251031 0088 | | |
| | ZX-350 LCH-5G | | |
| | Regular Service | | |
| | U Zaw Min Htut | | |
| | Shwegyin | | |
| | Total Expense (Kyats/USD) | 45000 | |
| | Cash Advance (Kyats/USD) | | |
| | Balance Refund/Additional (Kyats/USD) | | |

**Job Report Status**

| Organization | Name | Position | Date | Sign |
|---|---|---|---|---|
| Prepared By | Zaw Ye Myint Aung | Service | 19.3.25 | |
| Checked By Dept Head | Naung Naung | SH | 24.4.25 | |
| Checked By GM/AGM/COO | Myaw Ko" Htet | ABOH | " | |
| Acknowledged by related Superior for Job Report | | | | |
| Checked & Approved | Aye Aye Mon | HR | 24.4.25 | Aye |
| Received | Aye Aye Mon | Cashier | 24.4.25 | Aye |

04-CTD-CAS-FRM-

Scanned with MOBILE SCANNER