



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	SYZ, ZYMA	Estimated Date of Travel	29.4.25 to 1.5.25
Position Rank	2C, 2B	Total Day	3 days
BU/BR/DIV. Dept	NLP	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	Total Amount		
Departure Date & Time		Arrival Date & Time	Kyats	USD	
Date	Description				
29.4.25 to	SYZ → 3D x 15000		45000		
1.5.25	ZYMA → 3D x 15000		45000		
NLP/IR/25/04/0138 U Zaw Min Htet Shuegin 2x 350 ICH-5G Swing Motor Resealing			7		
Total Expense (Kyats/USD)				90000	
Cash Advance (Kyats/USD)					
Balance Refund/Additional (Kyats/USD)					

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Zon Ye' Myint Aung	Service		
Approved By Dept Head	Noung Noung	(S.H)	14.5.25	
Approved By GM/AGM/COO	Kyan Ko' Htet	ABOH	2.6.2025	
Acknowledged by related Superior of Job Report				
Check & Approved	Aye Aye Mom	HR	"	
Received	Aye Aye Mom	Cashier	"	