



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Zin Htet Hein Htet Zaw, Kypaw		Estimated Date of Travel	28/04/25 to 01/05/25
Position Rank	ADH, AT Junior		Total Day	4 Days
BU/BR/DIV, Dept	Common Purpose		Destination	BLN < Theinzayat >
Purpose	Go to BLN (Theinzayat) to make monitor controller installation and SPF inspection for ZX200-3F x 111# 201892-C			
Travelling Permit				
Arrival Place	BLN (Theinzayat)			
Actual Date & Time of Travel	28-Apr-25 to	1-May-25		
Total Day	4 Days			
HR Name	Moe Thezine			
HR Sign				
BOH/Authorized Person Name	Aung The Win			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	28/4/25 < 9:30 AM > to 1/05/25		Total Day	4 Days
Departure Date & Time	28/04/25 < 9:30 AM >		Arrival Date & Time	1/05/25 < 5:00 PM >
Date	Description	1 Day = 15,000	Total Amount	
			Kyats	USD
from 28/4/25 to 1/5/25	Travelling Allowance < 2 Persons >		120,000	✓
Total Expense (Kyats/USD)			120,000	✓
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Thandax Soe	SH	08/05/25	
Approved By Dept Head	Sai Nare KO	DH		
Approved By GM/AGM/COO	Aung The Win	GM		
Acknowledged by related Superior for Job Report	Aye Min Htun	VCN		
HR Check & Approved	Moe Thezine	HR		
Cash Received				
Remark				

Ca Name - U Hla Myo