



## TRAVEL ADVANCE CLEAR FORM

**Cash Advance**

Employee Name	CMF, ZYMA	Estimated Date of Travel	7.3.25
Position Rank	4B 2A	Total Day	1 Day
BU/BR/DIV, Dept	NLP	Destination	air (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
7.3.25	CMF → 15000 x 1)	15000	
	ZYMA → 15000 x 1)	15000	
	NLP/IR/25/02/0074		
	ZX-210 LCH-5G		
	D&C		
	U. San Lwin Maung		
	Kyauko		
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

**Job Report Status**

Authorization	Name	Position	Date	Sign
Prepared By	Zan Ye Myint Aung	Service	8.3.25	
Approved By Dept Head	Naung Naung	SH	24.4.25	
Approved By GM/AGM/COO	Kyau Ko" Htet	ABOTI		
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				