



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	NN	Estimated Date of Travel	9.3.25 to 10.3.25
Position Rank	4B	Total Day	2 Day
BU/BR/DIV, Dept	NLP/BGO	Destination	over(40)
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
9.3.25 to 10.3.25	NN → PDx 15000	30000	
	NLP/IR/25/03/080		
	Ko Kyaw Lwin Co		
	Shwegyin / the 1st Pho Khac		
	FC 090-BLC-PR/MB		
Total Expense (Kyats/USD)		20000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nung Nung	CS.H	24.4.25	
Approved By Dept Head	Nung Nung	CS.H	A	
Approved By GM/AGM/COO	Kyaw ko" Htet	A.B.O.H	28.4.25	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	28.4.25	Aye.
Cash Received	Aye Aye Mom	Cashier	"	Aye
Remark				