



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	NIP/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	Kyats
9.3.25 to	NN → PDx 15000	30000
10.3.25	NIP/IR/25/03/080 Ko Kyaw Lwin Co Shwegyin / Kbo lct Phakhee FC 290-ALC - PRLME	

Total Expense (Kyats/USD)

Cash Advance (Kyats/USD)

Balance Refund/Additional (Kyats/USD)

30000

Job Report Status

Authorization	Name	Position	Date
Prepared By	Mung Mung	(S.H)	24.4.25
Approved By Dept Head	Mung Mung	(S.H)	24
Approved By GM/AGM/COO	Kun-bu Htet	A.B.O.H	28.4.25
Acknowledged by related Superior for Job Report			
HR Check & Approved	Aye Aye Mon	HR	28.4.25
Cash Received	Aye Aye Mon	Cashier	"

Remark