



TRAVEL ADVANCE CLEAR FORM

Cash Advance ADVL-ATT - 2024-12-00016		8:00 AM		(5:00) PM	
Employee Name	Ye Lin Hkun	Estimated Date of Travel	2024.12.10 to 2024.12.12		
Position Rank	Sale man	Total Day	3 days		
BU/BR/DIV, Dept	ATT BU	Destination	YGAU to MTL to TGF		
Travelling Permit					
Arrival Place	YGAU	MTL	TGF		
Actual Date & Time of Travel	2024.12.10 (8:00) AM		2024.12.12 (5:00) PM		
Total Day	3 days				
HR Name					
HR Sign	Attached ngaw nos. 01.2225				
BOH/Authorized Person Name					
BOH/Authorized Person					
Advance Clear (5:00) AM (5:00) PM					
Actual Date & Time of Travel	2024.12.10 to 2024.12.12		Total Day	3 days	
Departure Date & Time	2024.12.10 (8:00) AM		Arrival Date & Time	2024.12.12 (5:00) AM	
Date	Description	Total Amount			
		Kyats	USD		
2024.12.10	10,11,12 (15000X3)	45000	-	✓	
↓	Fuel charges	50000	-	✓	
2024.12.12	Express charges	25000	-	✓	
Total Expense (Kyats/USD)		120000	-	✓	
Cash Advance (Kyats/USD)		200000	-	✓	
Balance Refund/Additional (Kyats/USD)		80000	-	✓	
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Ei Pwe Ngone	Admin	2024.12.17	[Signature]	
Approved By Dept Head	Su Ei Hlaing	DH	2.1.25	[Signature]	
Approved By GM/AGM/COO	Ko Maung Maung	GM		[Signature]	
Acknowledged by related Superior for Job Report	Ko Zaw Min Myat	ACOO	6.1.25	[Signature]	
HR Check & Approved	Lar Lar Mon	ASH	2.1.25	[Signature]	
Cash Received					
Remark					

04-CFD-CAS-FRM-006-02

2025/1/25
21/11
[Signature]
Admin