UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	CMT, ZYMA	Estimated Date of Travel	17.3.25.
Position Rank	2B 2A	Total Day	1 Day
BU/BR/DIV, Dept	NLP	Destination	Over (48) 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		Arrivial Date & Time	

Date	Description	Total Amount Kyats	Total Amount USD
17.3.25	CMT → 1D x15000	15000	
	ZYMA → 1D x 15000	15000	
	NLP/TR/25/03/0087		
	MC 6G BS		
	SHA KHIN THAR (RTV)		
	Regular Service		
Total Expense (Kyats/USD)		30000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zen Ye Myint Aung	Service	18.3.25	
Approved By Dept Head	Naung Naung	SH	24.4.25	
Approved By GM/AGM/COO	Kyaw Ko" Htet	ABOH		
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				

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