



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	YLA, CMT, ZYMA	Estimated Date of Travel	18.3.25
Position Rank	SB, 2B, 2A	Total Day	1 Day
HR/BR DIV, Dept	NLP	Destination	Over 400 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
18.3.25	YLA → 1D x 15000	15000	
	CMT → 1D x 15000	15000	
	ZYMA → 1D x 15000	15000	
NLP/IR/25103/0088		7	
24350 LCH-SG			
Regular Service			
U. Zaw Min Hdut			
Shreegjin			
Total Expense (Kyats/USD)		45000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Approved By	Zan Ye Myint Aung	Service	19.3.25	Z
Approved By Dept Head	Naung Naung	SA	24.4.25	
Approved By GM/AGM/COO	Kyau-Ko" Htet	ASOH		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mon	HR	24.4.25	Aye:
Received	Aye Aye Mon	Cashier	24.4.25	Aye: