



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	ZYMA	Estimated Date of Travel	25.9.25
Position Rank	2B	Total Day	10
BU/BR/DIV. Dept	NLP/ Bogo	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	Total Amount	
Departure Date & Time		Arrival Date & Time	Kyats	USD
Date	Description			
25.9.25	ZYMA → 1D × 15000		15000	
	NLP/BR 125/04/0132			
	W Yan Mye Poing			
	Shwegyin			
	MC2101C			
Total Expense (Kyats/USD)			15000	
Cash-Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

b Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Zon Ye' Myint Aung	Service		
Approved By Dept Head	Myung Naung	(S. H)	14.5.25	
Approved By GM/AGM/COO	Kyauw Ko' Htet	ABOH	2.6.2025	
Witnessed by related Superior Report				
Checked & Approved	Aye Aye Mam	HR	"	Aye
Received	Aye Aye Mam	Cashier	"	Aye