



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	NN	Estimated Date of Travel	6.3.25
Position Rank	4B	Total Day	1D
BU/BR/DIV. Dept	ALL BGC	Destination	CHET (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	Total Amount	
		Kyats	USD
6.3.25	NN -> 1D x 15000	15000	
	NID/IR/25/103/10093		
	Down Tin Mar Chh		
	Shwacvin		
	2x 2101CH-5G		
Total Expense (Kyats/USD)		15000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Nang Nang	(S.H)	24.4.25	
Approved By Dept Head	Nang Nang	(S.H)	"	
Approved By GM/AGM/COO	Kwon Ko" Hpa	ARCH	"	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Aye Aye Mom	HR	24.4.25	Aye
Cash Received	Aye Aye Mom	Cashier	"	Aye
Remark				