

TC
Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	16
Process Name	Academic Staff Domestic and Foreign Assignment Jobs Process
Those Responsible for the Process	School Principal, School Secretary, Financial Affairs Officer
Process Organization Relationship	Lecturer, Financial Affairs Officer, School Secretary, School Principal, Board of Directors, Rectorate
Purpose of the Process	Payment of Travel Travel Fees for Faculty Members Who Will Go Out of the City or Abroad on Appointment
Limits of the Process	It starts with a letter of approval to the Rectorate upon the request of the person, and ends with the transfer of the money to the account.
Process Steps	<ul style="list-style-type: none"> • Lecturer Conference, Seminar etc. To Participate in Activities, Apply to the Department Head with the Relevant Documents. If the Department Head deems it appropriate, it notifies the request to the School Directorate. • Domestic Assignment Requests Vocational School It is discussed in the Board of Directors. If the Board of Directors deems it appropriate, it is submitted to the Rectorate for Approval. • Foreign Assignment Requests It is discussed by the University Board of Directors. If the Board of Directors Deems It Appropriate Assignment is Approved. • If the Assignment is Approved, the Instructor Goes and Comes in Line with the Approval. He Submits His Participation Certificate When He Takes Office. Accommodation, travel, etc. for overseas assignments. It also delivers the documents. • Round Trip Amount and Daily Pay etc. Payments are entered via e-government by the relevant faculty member and accounted for by the Financial Affairs Officer. • Strategy of the prepared payment documents After submission to the Development Department, the amount is deposited into the relevant person's account.
Performance Indicators	Number of People Benefiting from the Budget Allocated to Travel Allowances

