Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

Process No.	16	
Process Name	Academic Staff Domestic and	ACADEMIC STAFF DOMESTIC AND ABROAD
	Foreign Assignment Jobs Process	START THE ASSIGNMENT WORKS PROCESS
Those Responsible for the Process	School Principal, School Secretary, Financial Affairs	I
	Officer	
Process Organization	Lecturer, Financial Affairs Officer, School Secretary,	The Lecturer Applies to the Department Head with Relevant Documents
Relationship	School Principal, Board of Directors, Rectorate	(Acceptance Letter, CV, Publication List, etc.)
Purpose of the Process	Payment of Travel Travel Fees for Faculty Members	↓
	Who Will Go Out of the City or Abroad on Appointment	No
		No Rejected
Limits of the Process	It starts with a letter of approval to the Rectorate upon	Is it suitable?
	the request of the person, and ends with the transfer of	
	the money to the account.	Yes
Process Steps	Lecturer Conference, Seminar etc.	Powerfie Assistant Powerfie
	To Participate in Activities, Apply to the	Domestic Assignment Requests are discussed at the
	Department Head with the Relevant Documents.	Vocational School Board of Directors.
	If the Department Head deems it appropriate, it notifies	Requests for Overseas Assignments are Discussed by the University Executive Board.
	the request to the School Directorate.	Executive board.
	Domestic Assignment Requests Vocational School	★
	It is discussed in the Board of Directors. If the Board	No
	of Directors deems it appropriate, it is	Paiacted
	submitted to the Rectorate for Approval.	Is it suitable?
	Foreign Assignment Requests	
	It is discussed by the University Board of Directors.	Yes
	If the Board of Directors Deems It Appropriate	
	Assignment is Approved.	Goes and Comes in Line with Instructor Approval
	If the Assignment is Approved, the Instructor Goes and	₩
	Comes in Line with the Approval.	When the Instructor Comes to Duty, He Submits the Participation
	He Submits His Participation Certificate When He	Certificate. Accommodation, travel, etc. for overseas assignments. It
	Takes Office. Accommodation, travel,	also delivers the documents.
	etc. for overseas assignments. It also delivers the	
	documents.	
	Round Trip Amount and Daily Pay etc.	Round Trip Amount and Daily Fee etc. Payments are entered via e-
	Payments are entered via e-government by the relevant	government by the relevant faculty member and accounted for by the
	faculty member and accounted for by	Financial Affairs Officer.
	the Financial Affairs Officer.	
	Strategy of the prepared payment documents	
	After submission to the Development Department, the amount	After the prepared payment documents are submitted to the Strategy
	is deposited into the relevant person's account.	Development Department, the amount is deposited into the
Performance	Number of People Benefiting from the Budget Allocated to Travel	relevant person's account.
Indicators	Allowances	
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		END OF PROCESS