



**TC**  
**TOKAT GAZIOSMANPAŞA UNIVERSITY**  
**PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION**  
**Process Chart**

Publication Date: 15.11.2016

Revised Date: 10.04.2023

Financial Affairs Unit

Workflow Number: İ.A.Ş. 038

**DOMESTIC AND INTERNATIONAL TEMPORARY EXPENSE PAYMENTS  
 WORKFLOW PROCESS**

**Responsible**

**Legislation/Documents**

<p>The relevant person applies to the Directorate with his assignment request petition and attachments.</p>	*Relevant Personnel	* Travel Allowance No. 6245 law
<p>The tender assignment petition is discussed in the School Board of Directors, and the decision of the School Board of Directors is taken in accordance with Article 39 of the YÖK Law No. 2547 within one week, and the decision is forwarded to the Rectorate.</p>	*College Board of Directors	* Travel Allowance No. 6245 law Decision of the Board of Directors *YÖK Law No. 2547 (Article 39)
<p>The appointment request is reviewed by the Rectorate. An "APPROPRIATE" is received regarding the payment and the decision is forwarded to the Directorate.</p>	*Rector *Personnel Apartment Presidency	*YÖK Law No. 2547 (Article 39) *Rectorate Approval
<p>Those who are temporarily assigned apply to the accrual service together with their allowance declarations and expense basis documents within 1 month at the latest.</p>	*Relevant Personnel	* Travel Allowance Law No. 6245 (Article 59) *Travel Notification (MYHBY Example:27) *Invoice/Flight ticket *Certificate of Participation *Decision of the Board of Directors *Approval of the Rector
<p>The "OK" letter sent for payment and the assignment petition and its attachments are checked by the accrual unit in accordance with the legislation.</p>	*Fiduciary	* Travel Allowance No. 6245 law *Rectorate Approval *Travel Notification (MYHBY Example:27) *Invoice/Flight ticket *Certificate of Participation
<p>Are the funds sufficient?</p> <p>Yes</p> <p>No</p>	*Fiduciary	
<p>The workflow process for the budget process is started.</p>		
<p>A payment order is prepared via HYS and submitted for signature, along with the travel allowance notification, for the approval of the realization officer and the spending authority.</p>	*Fiduciary	* Travel Allowance No. 6245 law *Rectorate Approval *Travel Notification (MYHBY Example:27) *Invoice/Flight ticket *Participation Certificate *Payment Order Document *HYS Module

