|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONEL BİLGİLERİ**  *PERSONNEL INFORMATION* | | | | | | | | |
| **Ad Soyad**  *Name Surname* | |  | | | | | | |
| **Unvan**  *Title* | |  | | | | | | |
| **Birim**  *Unit* | |  | | | | | | |
| **Telefon Numarası**  *Phone Number* | |  | | | | | | |
| **GÖREV KONUSU ve BİLGİLERİ**  *ASSIGNMENT SUBJECT and INFORMATION* | | **Gidilecek Yer** *Destination* | **Konusu**  *Subject* | **Başlama Tarihi**  *Start Date* | | **Bitiş Tarihi**  *End Date* | **Kullanılacak Araç**  *Assigned Vehicle* | |
| **1** | **Tanıtım/Fuar**  *Exhibit/Fair* |  |  |  | |  |  | |
| **2** | **Resmi Kurum İşlemleri**  *Public Institutional Procedures* |  |  |  | |  |  | |
| **3** | **Banka İşlemleri**  *Bank Procedures* |  |  |  | |  |  | |
| **4** | **Tedarikçi**  *Supplier* |  |  |  | |  |  | |
| **5** | **Banka**  *Bank* |  |  |  | |  |  | |
| **6** | **Diğer**  *Other* |  |  |  | |  |  | |
| **Görevli Personel İmzası:**  *Assigned Personnel Signature* | | | | | | | | |
| **ONAY**  *APPROVAL* | | | | | | | | |
| **BİRİM YÖNETİCİSİ**  *UNIT MANAGER*  \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ | | **İNSAN KAYNAKLARI**  *HUMAN RESOURCES*  \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ | | | **GENEL SEKRETER YARDIMCISI**  *DEPUTY SECRETARY GENERAL*    \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ | | |