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| **Çalışan tarafından doldurulacaktır / To be filled by the staff** | |
| **ADI SOYADI NAME SURNAME** |  |
| **TALEP TARİHİ REQUEST DATE** | …../….../…… |
| **MAAŞ AVANSI TALEP NEDENİ**  **REQUEST REASON OF SALARY ADVANCE** | **SAĞLIK / HEALTH CONDITIONS**  **EVLENME - EVLENDİRME / MARRIAGE-MARRYING OFF  ÖĞRENİM / EDUCATIONAL  DİĞER / OTHER (……………………………………………………………………..)**  **(Lütfen Detaylı Bilgi Veriniz / Please Give Detailed Information)** |
| **İHTİYAÇ AVANSI TALEP NEDENİ**  **REQUEST REASON OF EMERGENCY ADVANCE** | **SAĞLIK / HEALTH CONDITIONS** |
| **AVANS TUTARI (TL) ADVANCE PAYMENT AMOUNT (TL BASED)** |  |
| **GERİ ÖDEME SÜRESİ (AY)**  **PAYBACK TERM (MONTH)** |  |
| **ÇALIŞAN ONAYI STAFF APPROVAL** |  |

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| **İnsan Kaynakları Direktörlüğü tarafından doldurulacaktır / To be filled by the Human Resources Directorate** | |
| **İHTİYAÇ AVANSI İÇİN KIDEM SÜRESİ (MİN. 2 AY )**  **THE SENIORITY FOR EMERGENCY ADVANCE (MIN. 2 MONTHS)** | **UYGUN / APPLICABLE**  **UYGUN DEĞİL / NON-APPLICABLE** |
| **AVANS TUTARI**  **ADVANCE PAYMENT AMOUNT** | **UYGUN / APPLICABLE**  **UYGUN DEĞİL / NON-APPLICABLE** |

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| **Mali İşler Direktörlüğü tarafından doldurulacaktır / To be filled by the Comptroller’s Office** | |
| **KAPATILMAMIŞ İHTİYAÇ AVANSI**  **OUTSTANDING EMERGENCY ADVANCE** | **VAR / PRESENT**  **YOK / NONE** |

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| **ONAY / APPROVAL** | | | |
| **ÜST YÖNETİCİSİ**  **TOP MANAGER** | **İNSAN KAYNAKLARI HUMAN RESOURCES** | **MALİ İŞLER COMPTROLLER’S OFFICE** | **REKTÖR PRESIDENT** |
| ADI SOYADI / NAME SURNAME  …/…/…  İMZA / SIGNATURE | ADI SOYADI / NAME SURNAME  …/…/…  İMZA / SIGNATURE | ADI SOYADI / NAME SURNAME  …/…/…  İMZA / SIGNATURE | ADI SOYADI / NAME SURNAME  …/…/…  İMZA / SIGNATURE |