# Campus Travel Planner

## The Steps Taken to Assign a Bus:

### Step 1:

The Timetabling (TT) writes to the CODs (Chairs of departments.) asking if there are any trips from their departments at the beginning of the semester.

### Step 2:

The CODs write to TT in response to step 1 above and in the response, they must indicate the following:

* Place of visit
* The budget
* The Purpose of the Visit
* Unit involved
* Date of visit

### Step 3:

The director TT compiles provisional Trips TT to DVC AA (Deputy vice chancellor of Academic Affairs) who approves.

### Step 4:

After approval, the Director TT (Time Tabling) compiles the list.

### Step 5:

The director of Timetabling advices the Transport Manager to provide vehicles on the said date.

### Step 6:

Lectures apply for funds from the DVC AA.

### Step 7:

The final list is copied/shared with Registrar AA, DVC APD (Deputy Vice Chancellor Administration Planning and Development.) all CODs, and the Transport manager.

## The Process Flowchart

