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 Registrer AA, DVC APD (Deputy Vice Chancellor Administration Planning and Development.) all CODs, and the Transport manager.