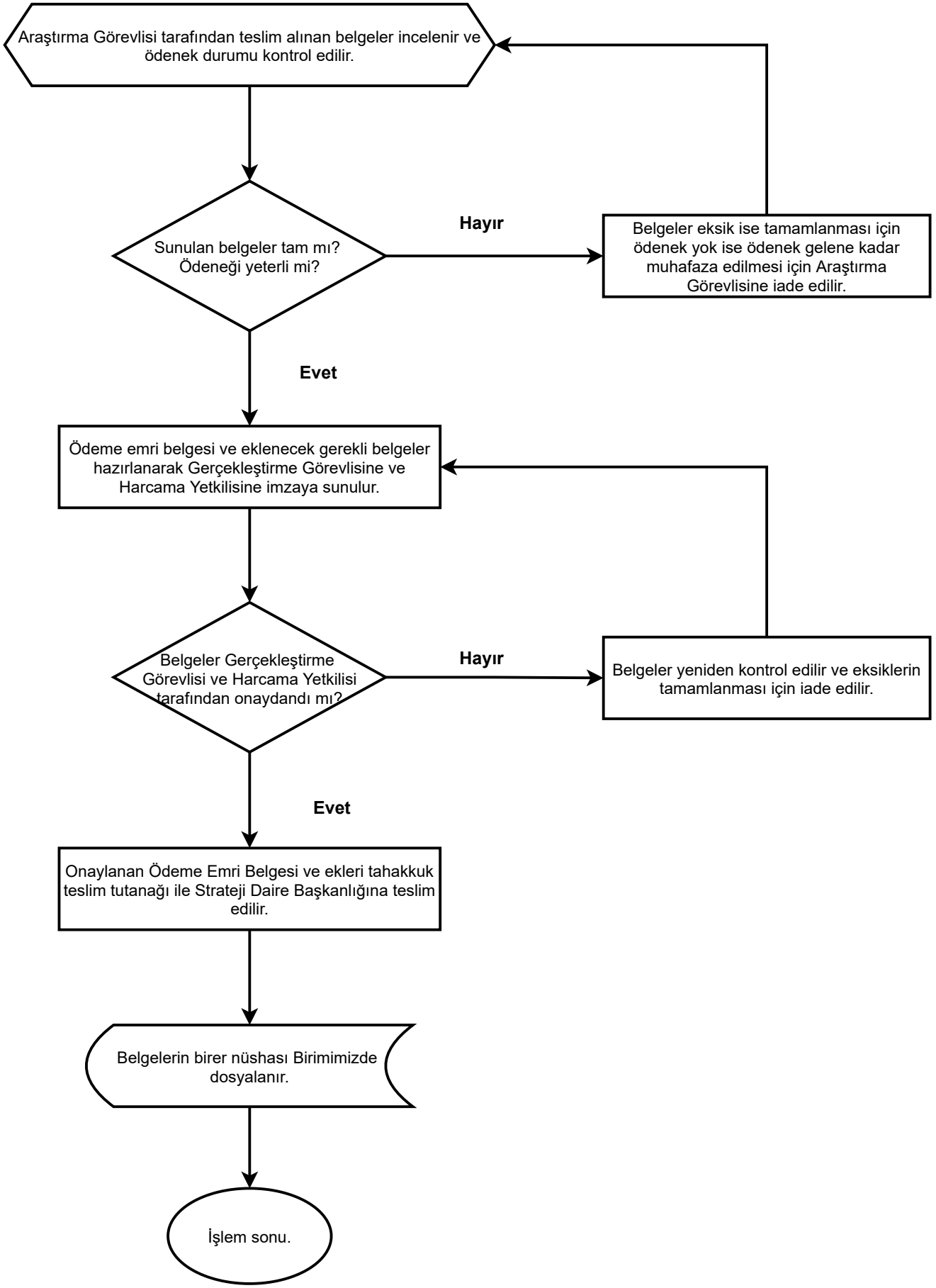ÖYP YOLLUK ÖDEME İŞLEMLERİ İŞ AKIŞ SÜRECİ