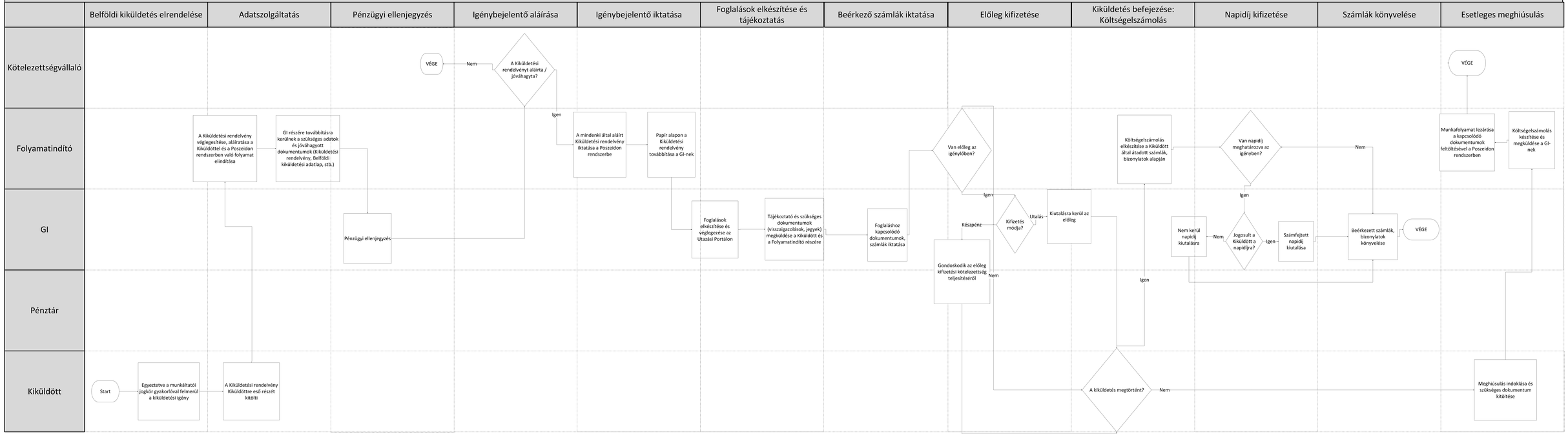Belföldi kiküldetés ügyintézésének folyamata