

# Travel Approval eForm Tips & Techniques

23/06/2015

## [Travel Approval – Recall an Active Form](#)

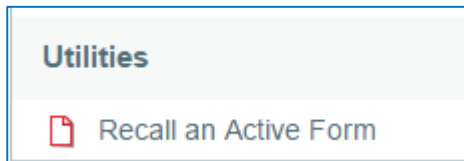
### Overview

Recall an Active Form allows traveller to pull back travel form in pending approval state and make changes to the form. Travellers can recall travel form in various pending approval state, i.e. Supervisor Approval state, Domestic Delegate Approval state, International Delegate Approval state and High Risk Delegate Approval state. A notification email is automatically sent to current assignee to notify them about the recall.

**Note:** Once a travel form has been approved and gone into Post Travel state, traveller cannot recall the form.

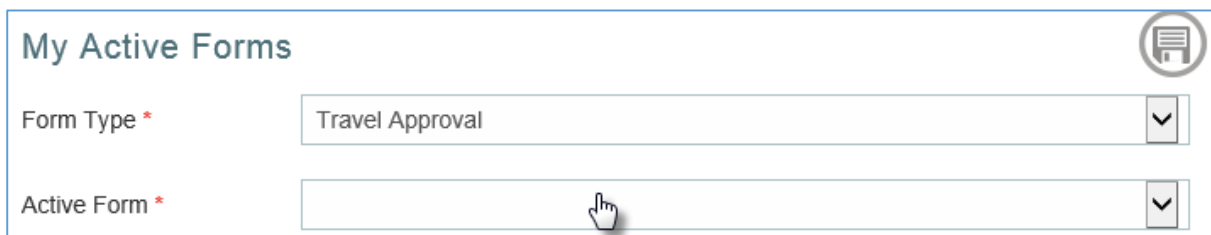
### Detailed Directions

Select “Recall an Active Form” in the Utilities section.




**Form Type:** Travel Approval


**Active Form:** <Select the form requires amendments>

A screenshot of a web form titled 'My Active Forms'. The form has a header with the title and a circular icon with a document symbol. Below the header, there are two rows of form fields. The first row is labeled 'Form Type \*' and has a dropdown menu with 'Travel Approval' selected. The second row is labeled 'Active Form \*' and has an empty dropdown menu. A mouse cursor is pointing at the 'Active Form' dropdown.

Complete 'Reason for Change' field and press 'Start Form Amendment' button.

### My Active Forms

Form Type \*  

Active Form \*  

Selection


Current Assignment


Reason for Change \*

Note

An email is sent out to the current assignee and the form is now reassigned back to you for amendments.

#### Email to Current Assignee

 Tue 23/06/2015 2:25 PM  
DoNotReply@anu.edu.au  
Travel Approval Change - <Traveller Name & UniID>

To  Trevor.Langtry@anu.edu.au

Dear Trevor,

A Travel Approval assigned to has been recalled by <Traveller Name> for amendments. You no longer need to action this form.

**Form Details:**  
Annual Conference in Sydney (24-Jun-2015 to 24-Jun-2015)

**Reason for Change:**  
Need to update travel dates and budget

\*\*\* This is an automatically generated email, please do not reply \*\*\*

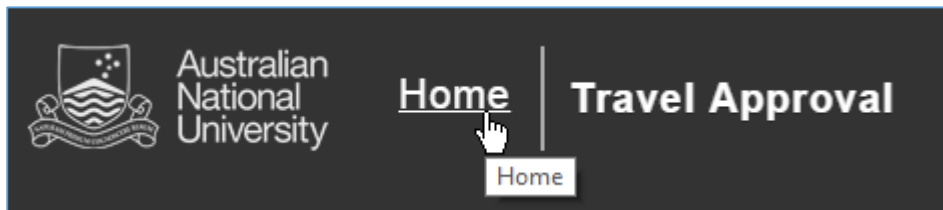
Traveller can amend the recalled form

The screenshot shows the Australian National University Travel Approval interface. At the top, there is a navigation bar with the ANU logo, 'Home', 'Travel Approval', and 'Log Out'. Below this is a sidebar with a 'General Travel Information' menu. The main content area is titled 'General Travel Information' and contains the following fields:

Name	See Mak	University ID	u4511693
ANU Role *	[Redacted]		
Travel Date From *	24/06/2015		Wednesday, 24 June 2015
Travel Date To *	24/06/2015		Wednesday, 24 June 2015
Number of days	1		
Brief Trip Description *	Annual Conference in Sydney		

**How do I cancel my Travel Approval Form?**

Once you have recalled the form, click on **Home** and view the active list of “Forms Assigned to Me”.



Select the drop-down button next to the form you want to cancel and click “Cancel”.

The screenshot shows the 'Form Activity' page titled 'Forms Assigned To Me'. It lists two forms:

Form
Travel Approval - Travel Request
Travel Approval - Finance Review

A mouse cursor is pointing at a 'Cancel' button that has appeared next to the 'Travel Approval - Finance Review' form.