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>
Complete ‘Reason for Change’ field and press ‘Start Form Amendment’ button.

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

Email to Current Assignee

Dear [Traveller],

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

Form Details:

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

**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”.

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**General Travel Information**

- **Name**: [Name]
- **ANU Role**: [Role]
- **Travel Date From**: 24/06/2015
- **Travel Date To**: 24/06/2015
- **Number of days**: 1
- **Brief Trip Description**: Annual Conference in Sydney

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**Forms Assigned To Me**

- **Form**: Travel Approval - Travel Request
- **Form**: Travel Approval - Finance Review
- **Form**: Travel Approval - Travel Request
- **Form**: Travel Approval - Finance Review

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**Home**

- **Travel Approval**