

# Travel Approval eForm Tips & Techniques

7/04/2015

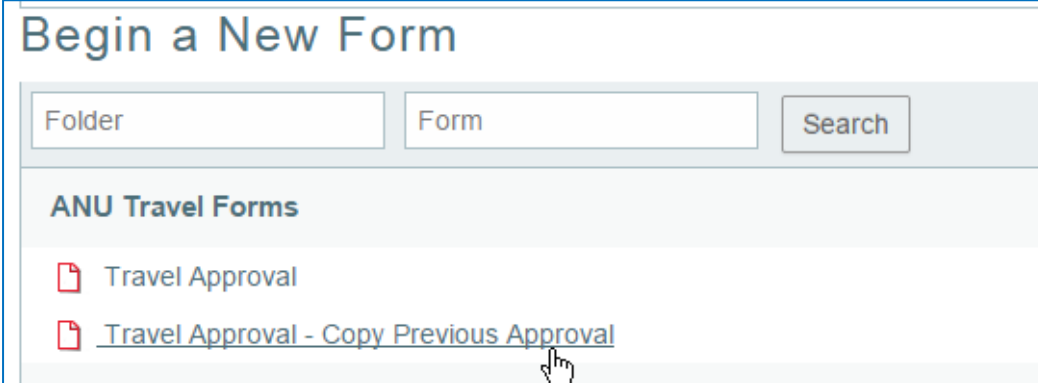
## [Travel Approval – Copy Previous Approval](#)

### Overview

Copy Previous Approval form allows traveller to pre-fill a travel form based on a previously created form. Travellers can select any in-progress, completed, cancelled or rejected travel form and copy the information into a new form.

### Detailed Directions

Select 'Travel Approval – Copy Previous Approval' in the ANU Travel Forms section.



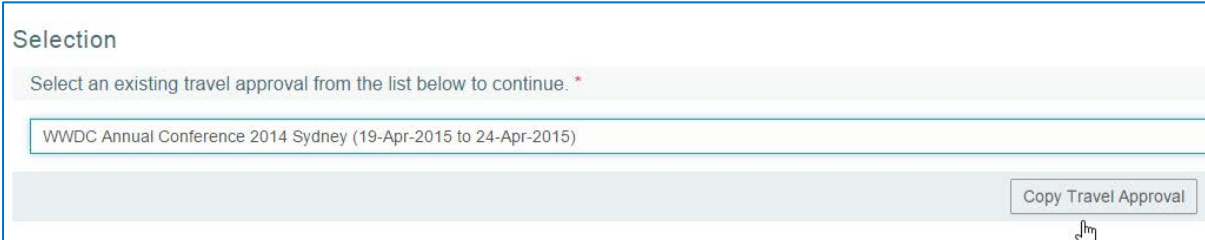
Begin a New Form

Folder Form Search

ANU Travel Forms

- Travel Approval
- Travel Approval - Copy Previous Approval

Click on the drop-down list, the Brief Trip Description and Travel Date for all previously created forms will display. Pick the travel approval that you would like to copy from and press  button.




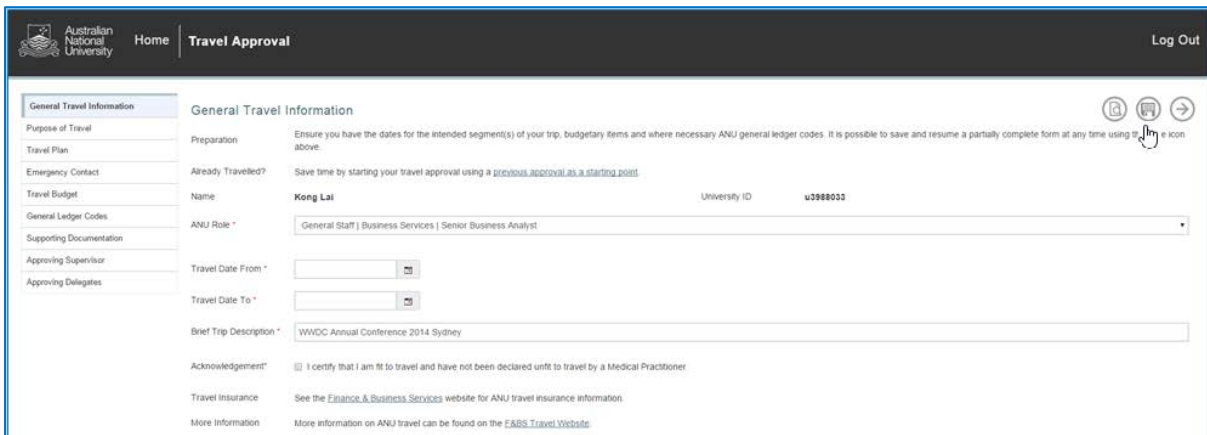
Selection

Select an existing travel approval from the list below to continue. \*

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Copy Travel Approval

A new travel approval form is created and all the travel related information is copied into the new form (except for Travel Dates and Acknowledgements). Press  button to save the new form.



### What if I selected a wrong form?

If a wrong form is selected by mistake, click on 'Home' at the page banner and re-do the copy form action.

