THE AUSTRALIAN NATIONAL UNIVERSITY

F&BS – Business Solutions

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	Copy Travel Approval	button.
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Selection	
Select an existing travel approval from the list below to continue. *	
WWDC Annual Conference 2014 Sydney (19-Apr-2015 to 24-Apr-2015)	
	Copy Travel Approva

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.

Australian National University Home	Travel Approva	n:		Log Out	
General Travel Information	General Travel	Information		(B) (D)	
Purpose of Travel	Preparation	Preparation Ensure you have the dates for the intended segment(s) of your trip, budgetary items and where necessary ANU general ledger codes. It is possible to save and resume a partially complete form at any time using truth e complete form at a			
Emergency Contact	Already Travelled?	Aready Traveled? Save time by starting your travel approval using a <u>screenus</u> , approval is a starting point.			
Travel Budget	Name	Kong Lai	University ID	u3988033	
General Ledger Codes	ANU Role *	ANI Drike * Concerd Shift Structures Services Londor Business Anshert			
Supporting Documentation	ven vee. Oreletar smill branea service I servic dramea veraist.				
Approving Supervisor	Travel Date From *				
Approving Delegates					
	Travel Date To *	3			
	Brief Trip Description *	* WWDC Annual Conference 2014 Sydney			
	Acknowledgement*	I certify that I am fit to travel and have not been declared unfit to travel by a Medical Practitioner			
	Travel Insurance	See the Einance & Business Services website for ANU travel insurance information.			
	More Information	More information on ANU travel can be found on the F <u>BBS Travel Website</u>			

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.

