

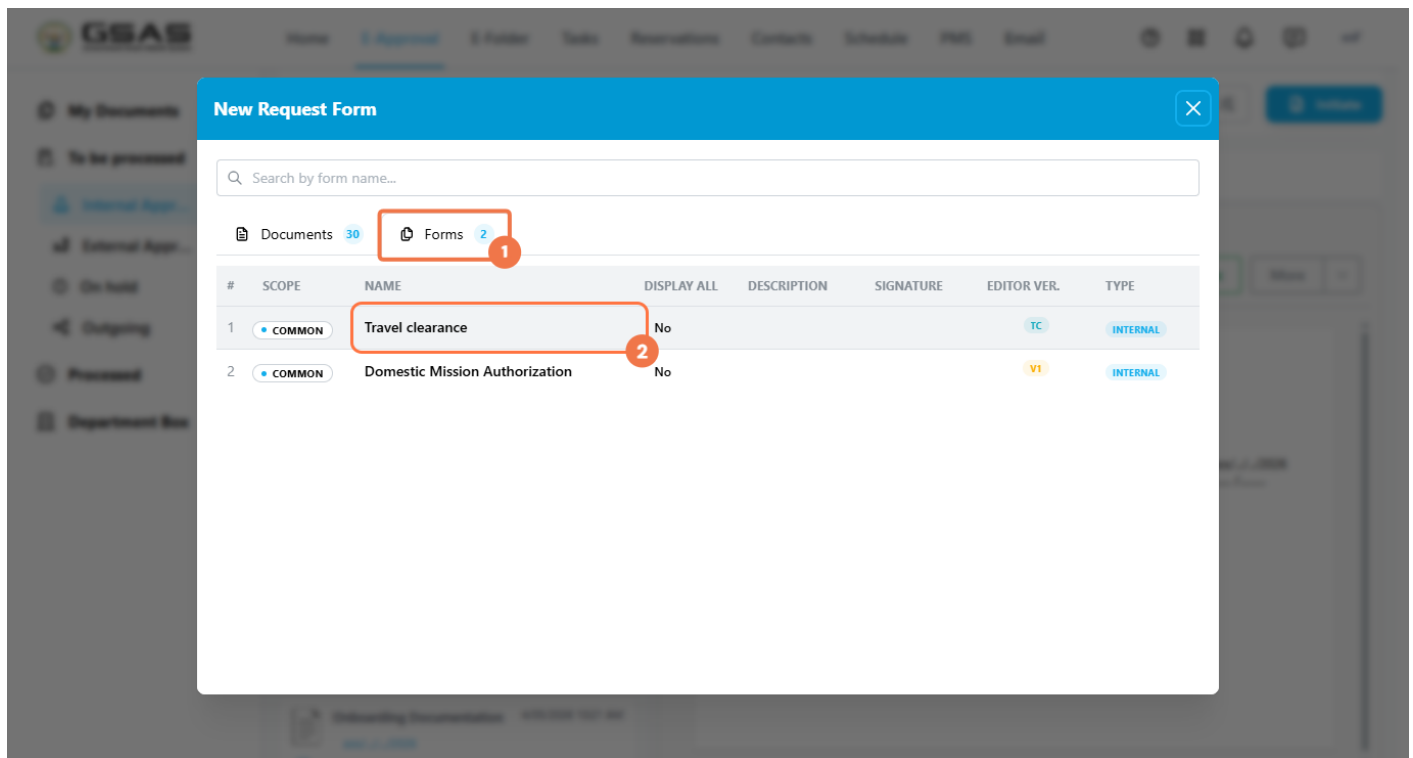
Dynamic forms -Travel Clearance

Use this form to request official approval for international travel.

Step 1

Initiate request

- From the **E-Approval** module, click **Initiate**.
- Select the **Forms** tab, then click **Travel clearance** from the list.



Step 2

Fill in the Head section

Enter a **Title** for the request and optionally set a **Due Date**. The **Approval Line** lists the approvers assigned to this request, click **Assign** to add approvers. Click **Next** when ready.

-  **My Documents** >
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-  **External Appr...** 197
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New request | Travel clearance

Cancel

Save draft

Submit

Head — Personal Details — Career Details — Travel Details — Attachments

Title *
 Travel Clearance

Due date
 Select due date

Approval Line * 2 APPROVERS Assign

Name	Institution	Position	Action
 test2	aos	Mobile applicatio...	
 test3	aos	Staff	—

Next →

Step 3

Personal Details

- Fill in your **First Name**, **Middle Name** (optional), and **Last Name**, along with your **Email** and **Telephone**.
- Select your **Nationality** and enter your **National ID**.
- Under document information, select your **Document Type** (e.g. Ordinary passport) and provide the number associated with it, **Issued Country**, and **Expiry Date**. Click **Next** to continue.

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Submit

Head

Personal Details

Career Details

Travel Details

Attachments

First Name *

Enter

Middle Name

Name

Last Name *

test2

Email *

test2@aos.rw

Telephone

078000000

Nationality *

Rwanda

National ID (Rwanda) *

100000000

Document Type *

Ordinary passport

Ordinary passport Number *

0000000

Issued Country *

Rwanda

Ordinary passport Expiry Date *

June 30, 2029

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Next

Step 4

Career Details

- Select your **Career Status** — *Serving, Retired, or Former*. If Retired or Former, provide the corresponding date in the **Retirement/Former Date** field.
- Enter your **Position** (if it was not automatically filled in) and optionally your **Occupation**. Click **Next** to continue.



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Head

Personal Details

Career Details

Travel Details

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Career Status *

☒ Serving
 ☐ Retired
 ☐ Former

Retirement/Former Date

Select date

Occupation

Occupation

Position *

Mobile application Engineer

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Step 5

Travel Details

- Select the **Destination Country** and enter the **Destination City**.
- Set the **Departure Date** and **Returning Date**, then select a **Travel Reason**.

The fields that follow will change depending on the reason selected. If you choose:

→Mission:

- Enter the *Mission Name* and select the *Mode of Travel*.
- Provide the *Invited by* and *Mission Funder*, then fill in the *Mission Objectives*, *Mission Outcome*, and *Mission Details*.

Travel Reason *

Mission

Mission Name *

Test Mission 01

Mode of Travel *

☐ Road

☒ Air

☐ Train

☐ Sea

Invited by *

AOS Ltd

Mission Funder *

AOS Ltd

Mission Objectives *

Sample objective

Mission Outcome *

Sample expected outcome.

Mission Details *

Sample mission details for demonstration purposes.

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→ **Meeting:**

- Enter the *Meeting Name* and select the *Mode of Travel*.
- Select the *Meeting Format*, enter your *Meeting Role*, and provide the *Invited by* and *Meeting Funder*. Fill in the *Meeting Objectives*, *Meeting Outcome*, and *Meeting Details*.

Travel Reason *	Meeting Name *
Meeting	Test Meeting 01
Mode of Travel *	
☐ Road ☒ Air ☐ Train ☐ Sea	
Meeting Format *	Meeting Role *
Physical	Participant
Invited by *	Meeting Funder *
AOS Ltd	AOS Ltd
Meeting Objectives *	
Sample objective	
Meeting Outcome *	
Sample expected outcome.	
Meeting Details *	
Sample mission details for demonstration purposes.	

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→Event:

- Enter the *Event Name* and select the *Mode of Travel*.
- Select the *Event Format*, enter your *Event Role*, and provide the *Invited by* and *Event Funder*.
- Fill in the *Event Objectives*, *Event Outcome*, and *Event Details*.

Travel Reason *	Event Name *
Event	Test Event 01
Mode of Travel *	
☐ Road ☒ Air ☐ Train ☐ Sea	
Event Format *	Event Role *
Hybrid	Attendee
Invited by *	Event Funder *
AOS Ltd	AOS Ltd
Event Objectives *	
Sample objective	
Event Outcome *	
Sample expected outcome.	
Event Details *	
Sample mission details for demonstration purposes.	

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→Leave:

- Select the *Mode of Travel* (Road, Air, Train, or Sea) and enter the *Leave Details* describing the purpose of the trip.
- The *Leave Name* field is not required for this option.

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Cancel Save draft Submit

Head Personal Details Career Details Travel Details Attachments

Destination Country * Korea (South)

Destination City * Seoul

Departure Date * June 30, 2026

Returning Date * July 7, 2026

Travel Reason * Leave

Leave Name * Leave Name

Mode of Travel * Road Air Train Sea

Leave Details * enter details

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Click **Next** to proceed once all fields are completed.

Step 6

Attachments

Attach any relevant documents to support your request. All attachment fields are optional. Upload files by clicking the upload area or dragging and dropping. Each file will display a green **Ready** status once successfully uploaded.

- **Recommendation** — upload a single recommendation letter.
- **Ticket Reservations** — upload a single file for travel booking confirmation.
- **Supporting Documents** — upload one or more additional files relevant to the request.



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Head

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Recommendation

Click to upload Recommendation file or drag and drop

Ticket Reservations

Click to upload Ticket reservations file or drag and drop

Supporting Documents

Click to upload Supporting Documents or drag and drop

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Step 7

Submit your Request

Once all sections are complete, click **Submit** in the top right corner. A confirmation dialog will appear, click **Submit** again to confirm and send the request for approval.

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-  External Appr... **107**
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 Cancel  Save draft  Submit **8**

-  **Head** —  **Personal Details** —  **Career Details** —  **Travel Details** —  **Attachments**

Recommendation

 **recommendation.pdf**
63.1 KB  Ready 

Ticket Reservations

 **ticketReservations.pdf**
155.3 KB  Ready 

Supporting Documents



Click to upload Supporting Documents or drag and drop

 **supportingDocument.pdf**
72.8 KB  Ready 

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