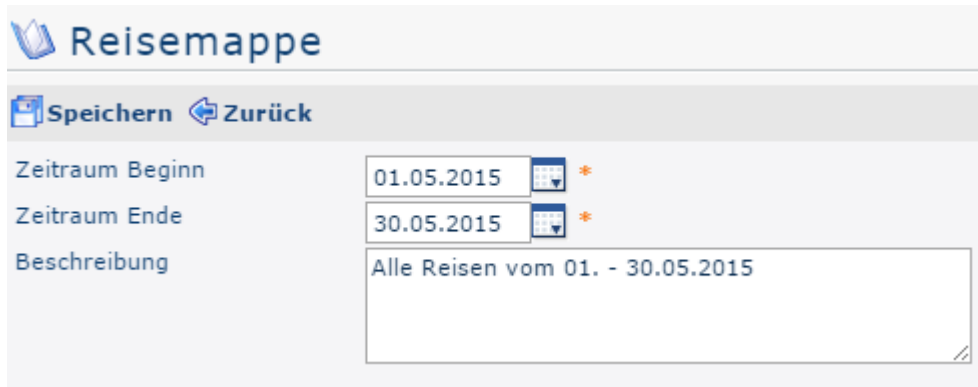


New travel folder

Create a new travel folder

Click on the menu item **Requests - Travel folder** to open the following screen:



The screenshot shows a web form titled 'Reisemappe'. At the top left, there is a blue folder icon and the title 'Reisemappe'. Below the title is a navigation bar with a folder icon, the text 'Speichern', and a blue arrow pointing left with the text 'Zurück'. The form contains three input fields: 'Zeitraum Beginn' with the value '01.05.2015', 'Zeitraum Ende' with the value '30.05.2015', and 'Beschreibung' with the value 'Alle Reisen vom 01. - 30.05.2015'. Each date field has a small calendar icon and an asterisk to its right. The description field is a larger text area.

- **Period Start - End**
Entering the period for the collected trips
- **Description**
Optional entry of a description

After **saving**, the travel folder is created. The following overview also appears:



The screenshot shows the 'Reisemappe' overview screen. At the top left, there is a blue folder icon and the title 'Reisemappe'. At the top right, there is a printer icon. Below the title is a navigation bar with a folder icon, the text 'Abrechnung hinzufügen', a folder icon, the text 'Speichern und Weiterleiten', a folder icon, the text 'Speichern', and a blue arrow pointing left with the text 'Zurück'. The overview shows the following information: 'Zeitraum Beginn' 01.05.2015, 'Zeitraum Ende' 30.05.2015, and 'Beschreibung' Alle Reisen vom 01. - 30.05.2015. Below this is a section titled 'Reisemappe für: Renner Rudi' with a table of details:

Reisemappe für: Renner Rudi			
Personalnummer	0002234	Gruppe	PP-GF - Geschäftsführung
Reisenummer	0000725	Reisedatum	01.05.2015 - 30.05.2015
Gesamtkosten Reise	0,00 EUR		
Auszahlung an MA	0,00 EUR		
davon steuerfrei	0,00 EUR		
davon steuerbar	0,00 EUR		

By clicking on **Save**, the (empty) travel folder is saved under Workflow - Open Tasks and can be added later.

With a click on **Add accounting**, the travel folder can immediately be supplemented with accounting data. This option is described in the following chapter: [Edit travel folder](#)¹

1. /daisy/personalwolke-admin/7158-dsy.html?language=4