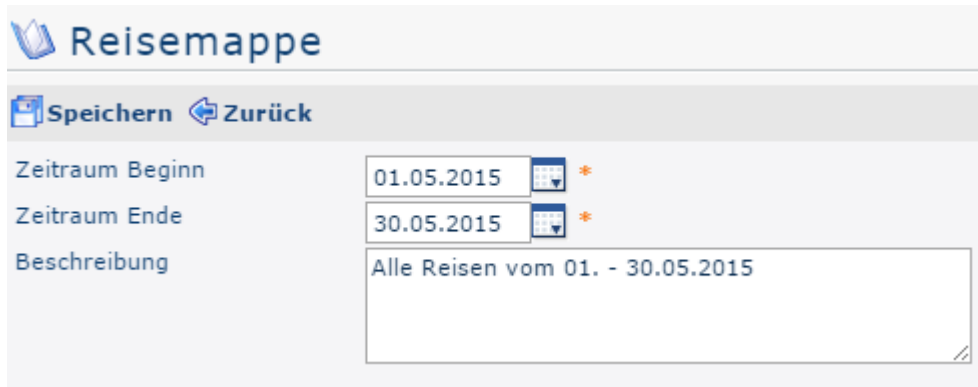


New travel folder

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, there are buttons for 'Speichern' and 'Zurück'. Below this, there are three input fields: 'Zeitraum Beginn' with the value '01.05.2015', 'Zeitraum Ende' with the value '30.05.2015', and 'Beschreibung' with the text 'Alle Reisen vom 01. - 30.05.2015'. Each date field has a calendar icon and an asterisk. 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 for 'Renner Rudi'. At the top, there are buttons for 'Abrechnung hinzufügen', 'Speichern und Weiterleiten', 'Speichern', and 'Zurück'. Below this, there are three rows of data: 'Zeitraum Beginn' (01.05.2015), 'Zeitraum Ende' (30.05.2015), and 'Beschreibung' (Alle Reisen vom 01. - 30.05.2015). Below this is a table with the following data:

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 [Reisemappe bearbeiten](#)¹

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