New travel folder
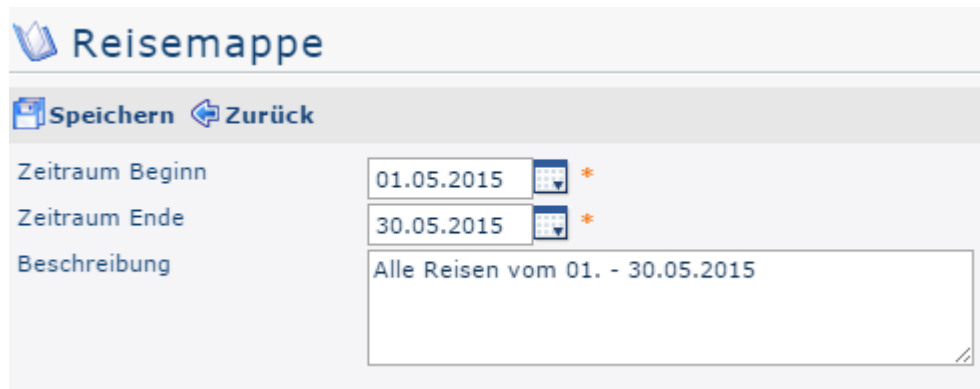
Create a new travel folder

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

- **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:

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