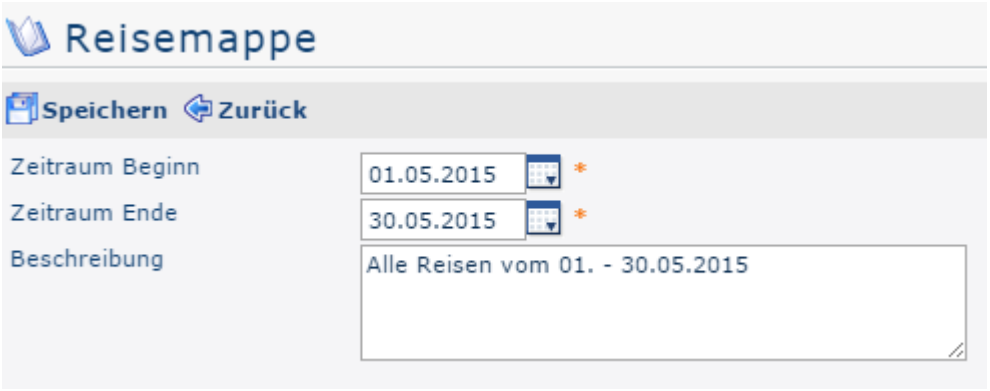
New Travel Folder

Creating a New Travel Folder

Clicking the menu item **Requests - Travel Folder** opens the following form:



- **Period start - end**
  Enter the period for the collected trips
- **Description**
  Optional description

After you click **Save**, the travel folder is created. The following overview then appears right away:



Clicking **Save** stores the (empty) travel folder under Workflow - Open Tasks, where it can be added to later.

Clicking **Add expense report** lets you add expense reports to the travel folder right away. This option is described in the following chapter: Edit Travel Folder[1]

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