

# Edit travel folder

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## General information

This chapter describes how to add settlements to a **travel folder** that has already been created. This can be done in two ways.

### 1) Directly after creating a travel folder



The screenshot shows the 'Reisemappe' interface. At the top, there is a header with the title 'Reisemappe' and a print icon. Below the header is a navigation bar with four buttons: 'Abrechnung hinzufügen' (highlighted with a red box), 'Speichern und Weiterleiten', 'Speichern', and 'Zurück'. Below the navigation bar, there is a summary section with the following information:

- Zeitraum Beginn: 01.05.2015
- Zeitraum Ende: 30.05.2015
- Beschreibung: Alle Reisen vom 01. - 30.05.2015

Below the summary section is a table titled 'Reisemappe für: Renner Rudi'.

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		

As already shown at the end of the chapter [New travel folder](#)<sup>1</sup>, after saving the travel folder the user gets to the view shown in the screenshot. If the user now clicks on **Add accounting**, he will be forwarded to the business travel accounting assistant.

# Add Business Trip Expenses

**Teilabrechnung zu Reisemappe**

Speichern & Schließen Zurück

1 Reisedaten 2 Auslandsetappen 3 Kilometergelder 4 Belege 5 berechnete Kosten 6 Dateien ▶

**Reisedaten**

DR-Nummer 0000725  
 Reisender Renner Rudi

von Datum 13.05.2015 \* von 07:00 \*  
 bis Datum 15.05.2015 \* bis 23:00 \*

Reisetyp Auslandsdienstreise \*  
 Startregion Österreich Startort Wien \*  
 Zielregion Deutschland \* Zielort Berlin \*

Zweck der Reise: Messebesuch \*  
 Beschreibung

Nächtigungsgelder 0 \*  
 Anzahl von Firma bezahlte Mahlzeiten 2 \*

Weiter

A detailed description of the accounting assistant can be found in the chapter [Business trip expense accounting](#)<sup>2</sup>.

After completion of the accounting, by clicking on **Save & Close**, it is automatically added to the travel folder:

**Reisemappe**

Abrechnung hinzufügen Speichern und Weiterleiten Speichern Zurück

Zeitraum Beginn 01.05.2015  
 Zeitraum Ende 30.05.2015  
 Beschreibung Alle Reisen vom 01. - 30. 05.2015

**Reisemappe für: Renner Rudi**

Personalnummer	0002234	Gruppe	PP-GF - Geschäftsführung
Reisenummer	0000726	Reisedatum	01.05.2015 - 30.05.2015
Gesamtkosten Reise	52,80 EUR		
Auszahlung an MA	52,80 EUR		
davon steuerfrei	52,80 EUR		
davon steuerbar	0,00 EUR		

**Reiseabrechnung: 13.05.2015 07:00:00 - 15.05.2015 23:00:00**

Start/Ziel	Wien/Berlin	Reisetyp	Auslandsdienstreise
Reisestatus	tm_state_	Überleitungsdatum	
Zweck der Reise:	Messebesuch		
Beschreibung			

[Details ein/ausblenden](#)

## 2) Subsequently via the menu item *Workflow - open tasks*

Saved travel folders can be accessed later via Workflow - Open Tasks.



Aufgabe zugewiesen	Antragsteller	Aktivität	Details	Verlauf	Aktion(en)
29.07.2015 13:16:07	Renner Rudi (0002234, PP-GF)	Reiseabrechnung befüllen	Reisemappe / erstellt: 29.07.2015 13:16:07 Reisemappe für Zeitraum: 01.05.2015 - 30.05.2015 Beschreibung Alle Reisen vom 01. - 30. 05.2015 <b>Antrag Entwurf</b> Anzahl Reisen: 2 <b>Details</b>		Weiterleiten Stornieren Bearbeiten Kommentieren Drucken

From here, the user can return to the **Business Trip Accounting Assistant** by selecting

**Edit** 

**the Action(s)** column. From there it continues as described under point 1).

in

Further he has the following possibilities here:

- Open the **details** for the request, where the travel folder also appears again.
- **Forward** the request to the supervisor for approval.
- **Cancel** the request and delete the trip folder.
- Call the Travel Accounting Assistant again to further **edit** the travel folder.
- Add **comments** / descriptions to the folder or **print** the folder.

In the **Activity** column, the user can always follow the status of his or her travel folder.

As long as the travel folder has not yet been forwarded for approval, the *Fill Travel Expenses* column contains the **activity**.

If the travel folder was forwarded by clicking on **Forward**, approval is displayed until it has been approved or rejected by the superior.

### NOTIZ

Notice this : If *one* travel expense report does not find approval in the travel folder, the superior must reject the *entire travel folder*. In this case, the entire folder is returned to the employee, where appropriate corrections are made, or where the entire folder can be canceled.

1. /daisy/personalwolke-admin/7147-dsy.html?language=4
2. /daisy/personalwolke-admin/7065-dsy.html?language=4