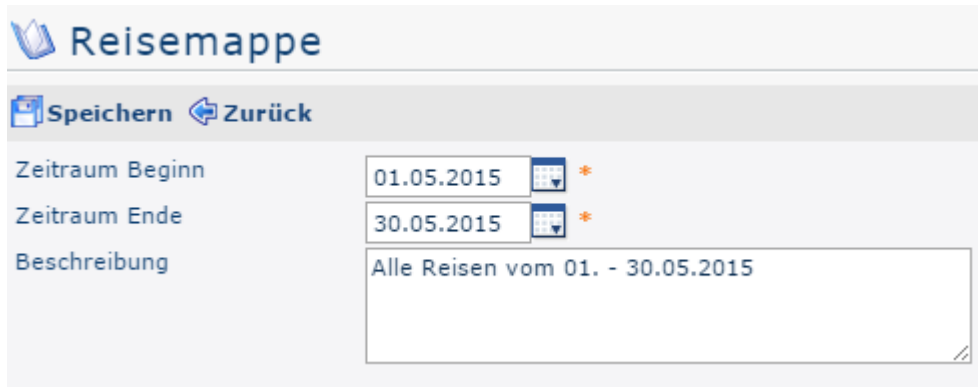


# New travel folder

## 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 'Speichern' button and a 'Zurück' button. 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 screen. At the top, there is a 'Reisemappe' title and a print icon. Below the title, there are four buttons: 'Abrechnung hinzufügen', 'Speichern und Weiterleiten', 'Speichern', and 'Zurück'. The main content area displays the following information:

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

**Reisemappe für: Renner Rudi**

<b>Personalnummer</b>	0002234	<b>Gruppe</b>	PP-GF - Geschäftsführung
<b>Reisenummer</b>	0000725	<b>Reisedatum</b>	01.05.2015 - 30.05.2015
<b>Gesamtkosten Reise</b>	0,00 EUR		
<b>Auszahlung an MA</b>	0,00 EUR		
<b>davon steuerfrei</b>	0,00 EUR		
<b>davon steuerbar</b>	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](#)<sup>1</sup>

1. [/daisy/personalwolke-default-en/6898-dsy/7146-dsy/7158-dsy.html](#)