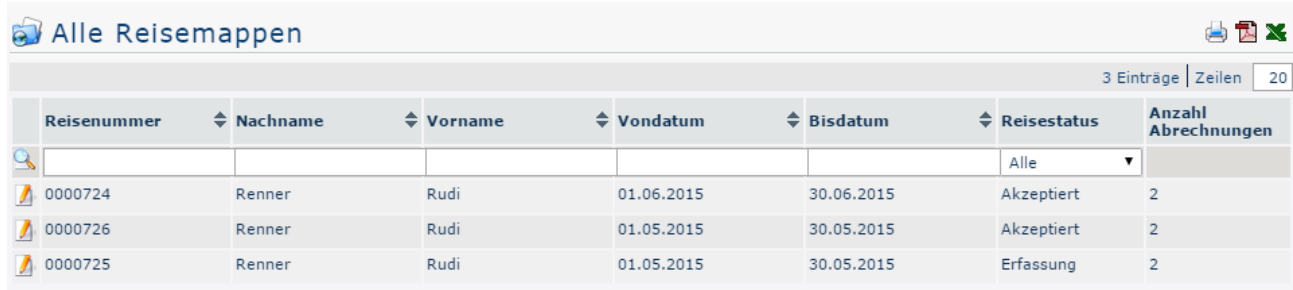


All travel folders

Overview of all travel folders

This menu item gives users with **administration rights** (members of the loose group XX-TM-Admin) an overview of all travel folders entered in the system for the entire company (regardless of the **status** of the trip).

If the menu option **All travel folders** is opened, the following overview appears:



Reisennummer	Nachname	Vorname	Vondatum	Bisdatum	Reisestatus	Anzahl Abrechnungen
0000724	Renner	Rudi	01.06.2015	30.06.2015	Akzeptiert	2
0000726	Renner	Rudi	01.05.2015	30.05.2015	Akzeptiert	2
0000725	Renner	Rudi	01.05.2015	30.05.2015	Erfassung	2

With a click




on this overview can be printed or exported as PDF or Excel document.

this

The columns of the table and their functions

Next to most column headings there are arrow keys which can be used to sort the displayed trips either ascending (arrow up) or descending (arrow down) / or alphabetically according to the corresponding value:



Reisennummer	Nachname
0000724	Renner
0000726	Renner

- **Travel number**
Each travel folder is automatically assigned a consecutive trip number by the system, which can be searched for here.
- **First name and surname**
The name of the employee who created the travel folder.
- **From and to date**
By entering the relevant data, you can restrict the output so that only travel folders within the relevant period are displayed.
- **Travel status**
The different types of trip status according to which the output can be filtered here specify the position in the workflow.
 - *All*
All trip folders are displayed regardless of their status.
 - *Entering*
All travel folders that are available to the employees in the open tasks for further supplementation (click on Edit).
 - *Acceptance*
The system displays all trip folders that are currently in the workflow, that is, that still need to be approved.

- *Approved*
If this option is selected, only trip folders that have already been approved are displayed.
- *Rejected*
The superior rejected the complete travel folder including all travel expense reports contained in it.
- *Canceled*
The applicant has canceled the complete travel folder including all travel expense reports contained in it.
- *Transferred*
This status is set as soon as the travel folder, including all travel expenses contained in it, has been exported from the personnel cloud for import into a third-party program (for example, payroll accounting).
- **Number of settlements**
Any number of travel statements can be added per travel folder - the corresponding number is displayed here.

Travel information

A click on the edit

symbol 

a comprehensive view of all information relating to the travel folder. This also provides an overview of all the trips entered in it. The **travel information** can also be opened in a print-friendly variant via the print

symbol 

details are shown in the following screenshot):



The screenshot shows a web interface titled 'Reiseinformation'. It includes a 'Zurück' button and a summary of the travel period from 01.06.2015 to 30.06.2015. Below this is a table for 'Reisemappe für: Renner Rudi' with columns for Personalnummer, Reisedatum, Gruppe, and Reisedatum. The table shows a total cost of 70,40 EUR, with 70,40 EUR tax-free and 0,00 EUR taxable. A red box highlights a specific travel statement: 'Reiseabrechnung: 01.06.2015 07:00:00 - 01.06.2015 23:00:00'. Below this, a table shows details for this statement, including Start/Ziel (Wien/Berlin), Reisetyp (Auslandsdienstreise), Reisestatus (Abrechnung genehmigt), and Zweck der Reise (Kundenbesuch). A link 'Details ein/ausblenden' is also visible.

Reisemappe für: Renner Rudi			
Personalnummer	0002234	Gruppe	PP-GF - Geschäftsführung
Reisenummer	0000724	Reisedatum	01.06.2015 - 30.06.2015
Gesamtkosten Reise	70,40 EUR		
Auszahlung an MA	70,40 EUR		
davon steuerfrei	70,40 EUR		
davon steuerbar	0,00 EUR		
Reiseabrechnung: 01.06.2015 07:00:00 - 01.06.2015 23:00:00			
Start/Ziel	Wien/Berlin	Reisetyp	Auslandsdienstreise
Reisestatus	Abrechnung genehmigt	Überleitungsdatum	
Zweck der Reise:	Kundenbesuch		
Beschreibung			
Details ein/ausblenden			
Reiseabrechnung: 03.06.2015 08:00:00 - 04.06.2015 16:00:00			
Start/Ziel	Diverse Zielorte	Reisetyp	Inlandsdienstreise

By clicking in the area framed in red (on the screenshot), the administrator gets to the view which the applicant is confronted with when filling in the **travel expense statement** or the **travel request**. It is possible to view all points of the account / the application again, changes are not possible afterwards.