

# 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, there are two buttons: 'Speichern' (Save) and 'Zurück' (Back). Below these, there are three input fields: 'Zeitraum Beginn' (Period Start) with the value '01.05.2015', 'Zeitraum Ende' (Period End) with the value '30.05.2015', and 'Beschreibung' (Description) with the value 'Alle Reisen vom 01. - 30.05.2015'. Each date field has a small 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 are four buttons: 'Abrechnung hinzufügen' (Add accounting), 'Speichern und Weiterleiten' (Save and forward), 'Speichern' (Save), and 'Zurück' (Back). Below these, there are three input fields: 'Zeitraum Beginn' (Period Start) with the value '01.05.2015', 'Zeitraum Ende' (Period End) with the value '30.05.2015', and 'Beschreibung' (Description) with the value 'Alle Reisen vom 01. - 30.05.2015'. Below these fields, there 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	

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/7158-dsy.html?language=4](#)