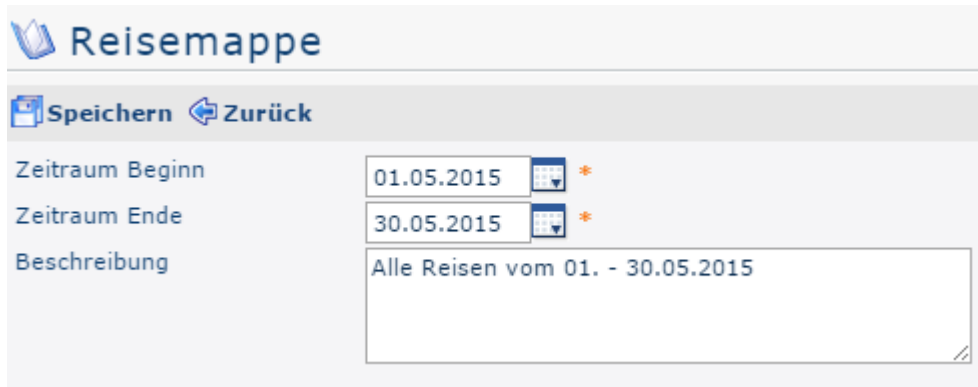


# New travel folder

## 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 is a folder icon and the title. Below the title is a navigation bar with 'Speichern' (Save) and 'Zurück' (Back) buttons. The form contains three fields: 'Zeitraum Beginn' (Period Start) with a date picker set to '01.05.2015', 'Zeitraum Ende' (Period End) with a date picker set to '30.05.2015', and 'Beschreibung' (Description) with a text area containing 'Alle Reisen vom 01. - 30.05.2015'. There are small orange asterisks next to the date pickers.

- **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 left is the title and a print icon. Below the title is a navigation bar with 'Abrechnung hinzufügen' (Add Accounting), 'Speichern und Weiterleiten' (Save and Forward), 'Speichern' (Save), and 'Zurück' (Back) buttons. The overview displays the same data as the form: 'Zeitraum Beginn' (01.05.2015), 'Zeitraum Ende' (30.05.2015), and 'Beschreibung' (Alle Reisen vom 01. - 30.05.2015). Below this is a section titled 'Reisemappe für: Renner Rudi' containing a table with financial data.

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