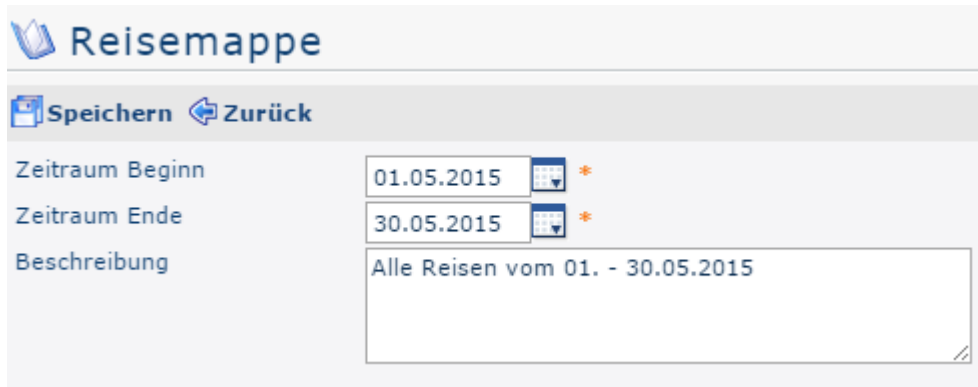


New travel folder

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' and 'Zurück' buttons. The form contains three fields: 'Zeitraum Beginn' with a date picker set to '01.05.2015', 'Zeitraum Ende' with a date picker set to '30.05.2015', and 'Beschreibung' with a text area containing 'Alle Reisen vom 01. - 30.05.2015'.

- **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', 'Speichern und Weiterleiten', 'Speichern', and 'Zurück' buttons. The form displays the same data as the previous screenshot: 'Zeitraum Beginn' (01.05.2015), 'Zeitraum Ende' (30.05.2015), and 'Beschreibung' (Alle Reisen vom 01. - 30.05.2015). Below this 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](#)¹

1. /daisy/personalwolke-default/7158-dsy.html?language=4