Travel Folder

The **travel folder** corresponds to a collective expense report for business trips over a self-definable period. This allows several trips to be entered or approved collectively, which brings the following advantages:

- simple and fast recording
- collective approval for several expense reports
- no need to request the trip

Creating the Travel Folder

- **Period start - end**
  Entry of the period for the collected trips
- **Description**
  optional entry of a description

After saving, the travel folder is created - you go straight to the overview.

If enabled by the administrator, you can activate the option "**Automatically create a travel folder for me every month**" in the user settings in the "Travel" area. The travel folder then no longer has to be created yourself.

The business trip expense report can be done immediately. To do so, click the **"Add expense report"** button.
The settlement is done in the same way as in the travel expense report, by entering the travel data, any mileage allowances, receipts, etc.

With "Save & Close", the partial expense report is added to the travel folder. The partial expense report must lie within the period of the travel folder and must not overlap with another expense report of the same travel folder. Conversely, the period of the travel folder cannot be shortened so that trips already recorded lie outside it.

If you want to edit the travel folder at a **later** point in time, you will find it in the "**Open Tasks"**, from where it can be supplemented at any time (by clicking the "**Edit"** button).

When the travel folder is complete, click "**Save & Forward"**. The travel folder then moves according to the defined workflow to the supervisor or to the HR department for approval.

NOTIZ

Please note! If a travel expense report in the travel folder is not approved, the entire travel folder must be rejected by the supervisor. In this case, the entire folder goes back to the employee, where the corresponding corrections must be made or the entire folder can be canceled.