Travel Folder

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

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

The difference from the mileage log settlement lies in the settlement of the per diems. With the mileage log, only the mileage allowances and, if applicable, receipts are settled.

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 and you are taken straight to the overview. A business trip expense report can be entered immediately - by clicking the **Add expense report** button.

The settlement works exactly as in the travel expense report, by entering the trip data, any mileage allowances, receipts etc.

With **Save & Close**, the partial expense report is added to the **travel folder**.

If you want to edit the travel folder at a **later** time, it can be found in the **Open tasks** and can be supplemented from there at any time (click the **Edit** button).

Once the travel folder is complete from the user's point of view, click **Save & Forward**. The travel folder then goes, according to the defined workflow, to the supervisor or to the HR department for approval.

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