

Travel folder

General information

The travel folder is used to record the collected settlements for several business trips over a self-defined period. This has the following advantages for employees and approvers:

- Simple and fast entry (if possible without additional pop-ups)
- Collective approval for multiple settlements
- no application for the trip necessary

A travel folder can, for example, be created at the beginning of the month for the entire month (see: [New Travel Folder](#)¹) and can be supplemented step by step during the month (see: [Editing Travel Folders](#)²).

NOTIZ

Since a **travel folder** is a collection of **business trip settlements**, the approval paths are the same: If the approval workflow is started by the user, the **travel folder** moves to the **open tasks** of its superior, who can then approve or reject it. For more information, see the following sections.

1. </daisy/webdesk-manual-admin/7147-dsy.html?language=4>
2. </daisy/webdesk-manual-admin/7158-dsy.html?language=4>