Travel Folder

General Information

The travel folder is used to collect the expense reports of *multiple business trips* over a period you define yourself.
This gives employees / approvers the following advantages:

- simple and fast entry (ideally without additional popups)
- bulk approval for multiple expense reports
- no need to submit a travel request

A travel folder can, for example, be created at the beginning of the month for the entire month (see: New Travel Folder[1]) and added to step by step over the course of the month (see: Edit Travel Folder[2])

NOTIZ

Because a **travel folder** is a collection of **business trip expense reports**, the approval paths are the same:
When the user starts the approval workflow, the **travel folder** moves to the **open tasks** of his or her supervisor, who can then approve or reject it. You will find more on this in the following chapters.

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