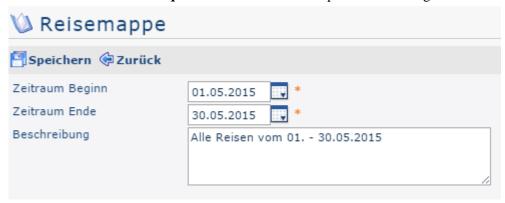
Create a new travel folder

Click on the menu item **Requests - Travel folder** to open the following screen:



- 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:



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 folder¹

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

New travel folder