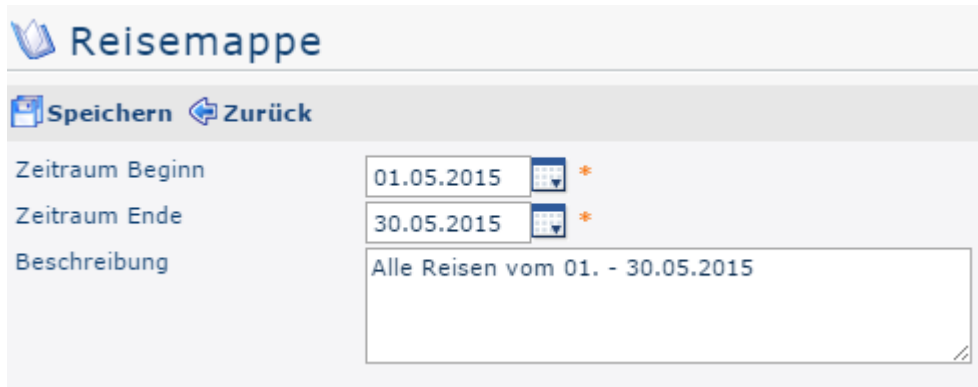


New travel folder

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:



Reisemappe für: Renner Rudi			
Personalnummer	0002234	Gruppe	PP-GF - Geschäftsführung
Reisenummer	0000725	Reisedatum	01.05.2015 - 30.05.2015
Gesamtkosten Reise	0,00	EUR	
Auszahlung an MA	0,00	EUR	
davon steuerfrei	0,00	EUR	
davon steuerbar	0,00	EUR	

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 folder](#)¹

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