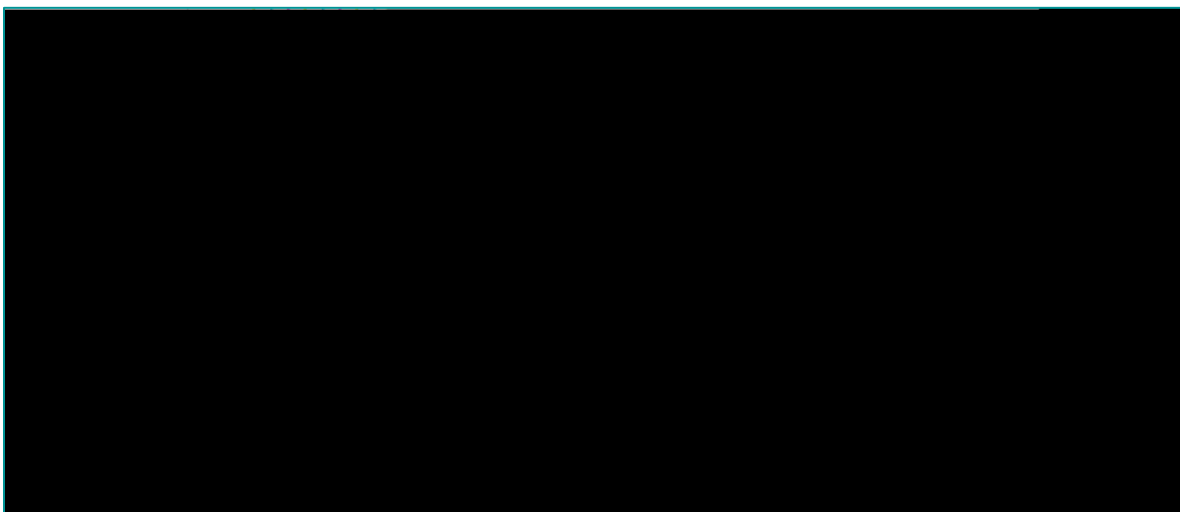


Add Expense Attendees

Some expenses require a list of attendees to document the individuals for whom the expense paid. This includes the “Group Lodging,” “Group Per Diem,” and “Representational Allowance” expenses.

1. Add the desired expense and fill in any required information
2. Select “Attendees” and Add



Attendees

Group Per Diem | \$

Attendees: 0

3. Under Add Attendees there are four options for adding attendees to the list
 - a. Attendees – Search for and select other users use “More Search Options” to search by more than attendee type and name

Add Attendees

Attendees

Recent Attendees

Attendee Groups

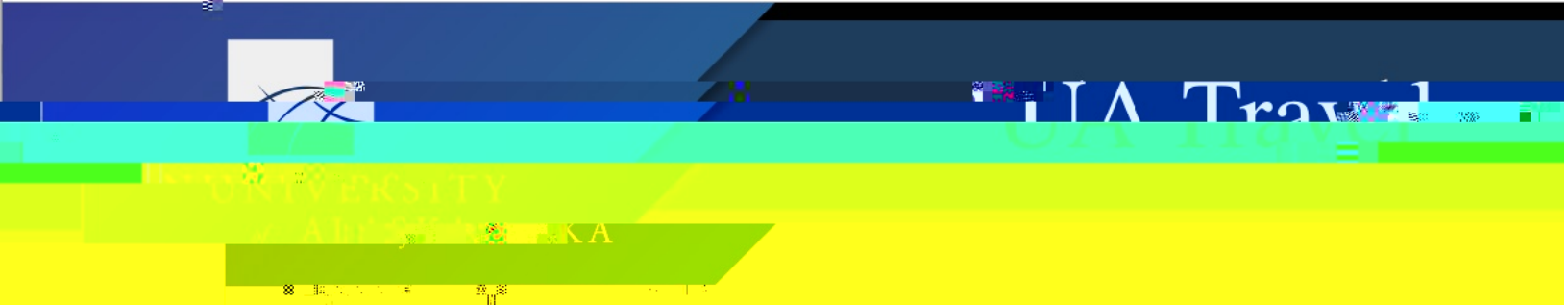
Attendee Type

Alumni v

Attendee Name

Search by first or last name

... [Search Results] ...



Create New Attendee

← Go back

Attendee Type * Student

Last Name * Belcher

First Name *

Cancel Create Attendee

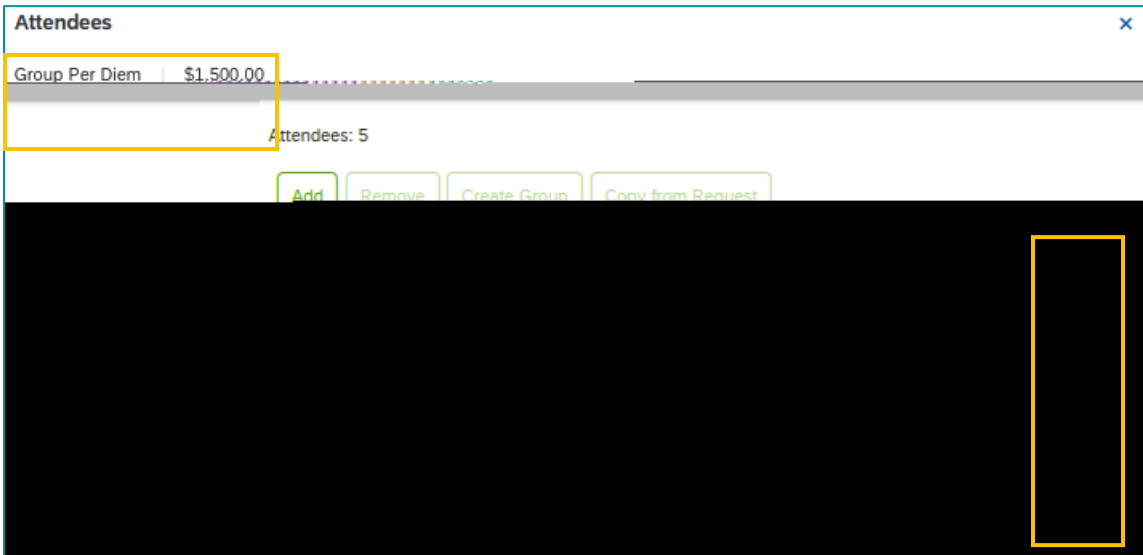
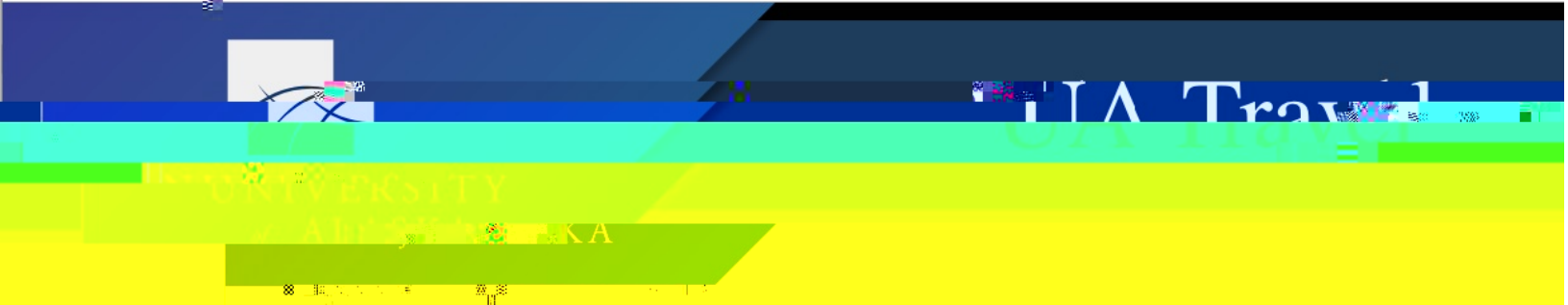
4. Save once all attendees are added (including the user if their costs are included in the expense)

Attendees: 5

Add Remove Create Group Copy from Request

Attendee Type	Institution/Company	Attendee	Attendee Count	Amount	Attendee Name
		Green, Forest			Scrub, Gdes:
		Miles, Trav			Faculty/Staff

5. Once saved, Concur uses the values entered in the expense fields to calculate the per person amount for each attendee



- 6. Select one or more attendees to activate the options to “Remove” or “Create Group”
 - a. “Remove” deletes the attendee from the expense
 - b. “Create Group” creates and saves an attendee group to the user’s profile

