

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

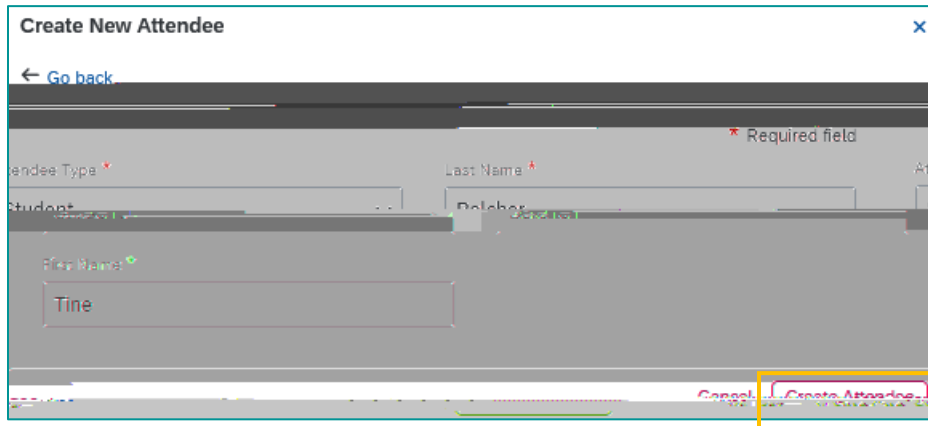
Group Per Diem | \$

Attendees: 0

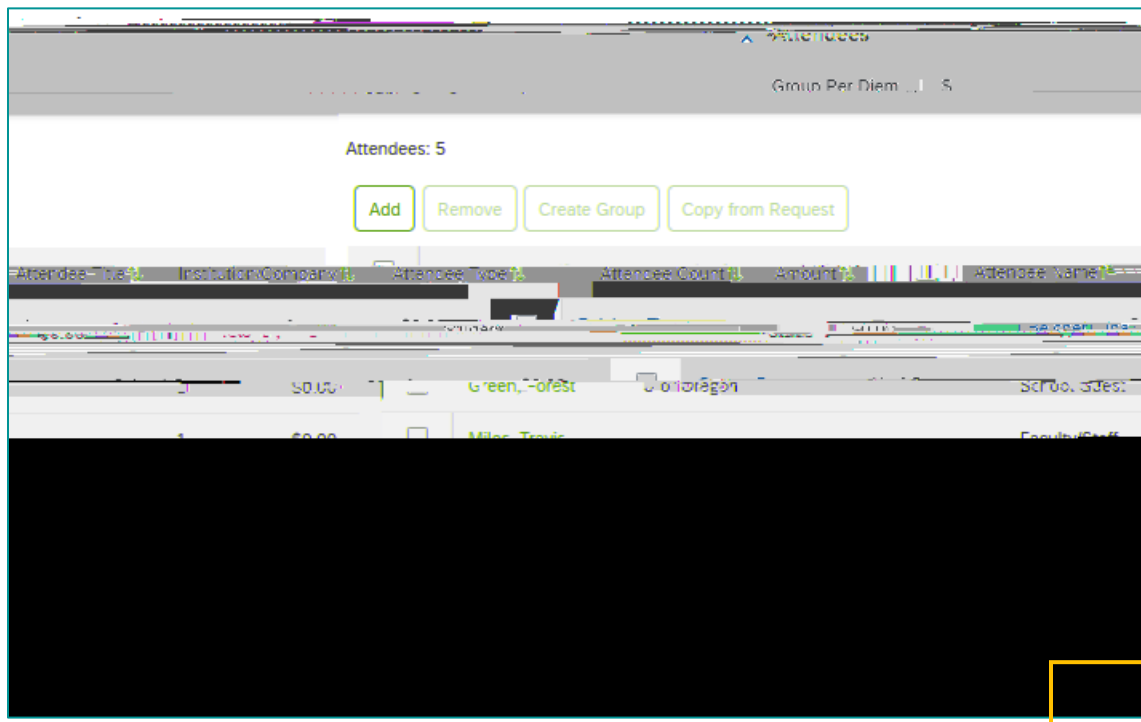
3. Under Add Attendees there are four options for adding attendees to the list
 - a. Attendees – Search for and select other users use “More Search Options” to search by more than attendee type and name

Add Attendees

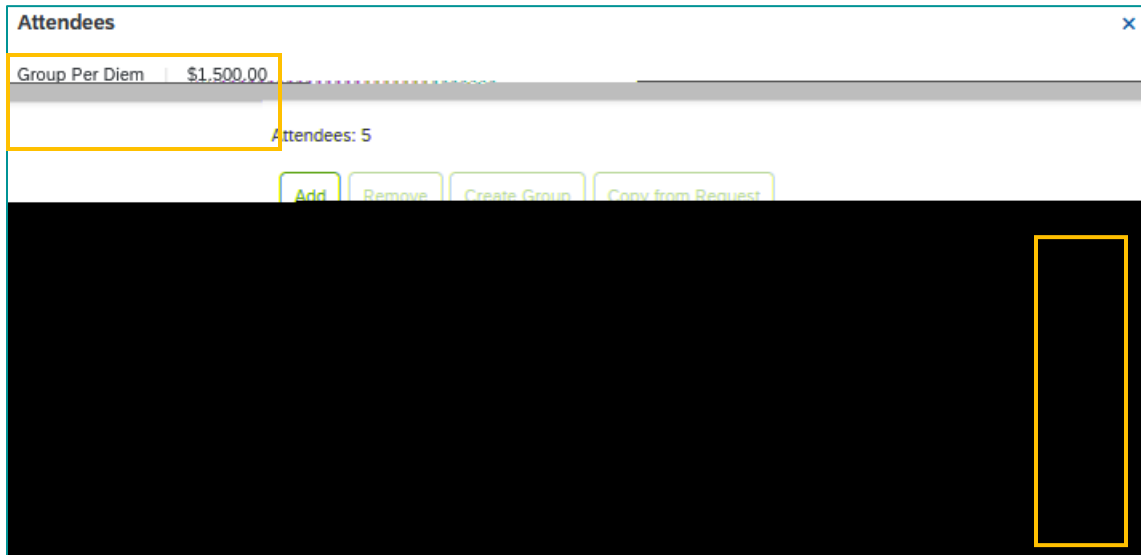
Attendee Type: Alumni Attendee Name: *Search by first or last name*



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



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

