

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 expenseand fill in any required information
- 2. Select "Attendees" and Add

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Group Per Diem \$				
Attendee	5: 0			
Add	Remove Create Group Copy from Request			

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

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

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	Attendees: 5	

- 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

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