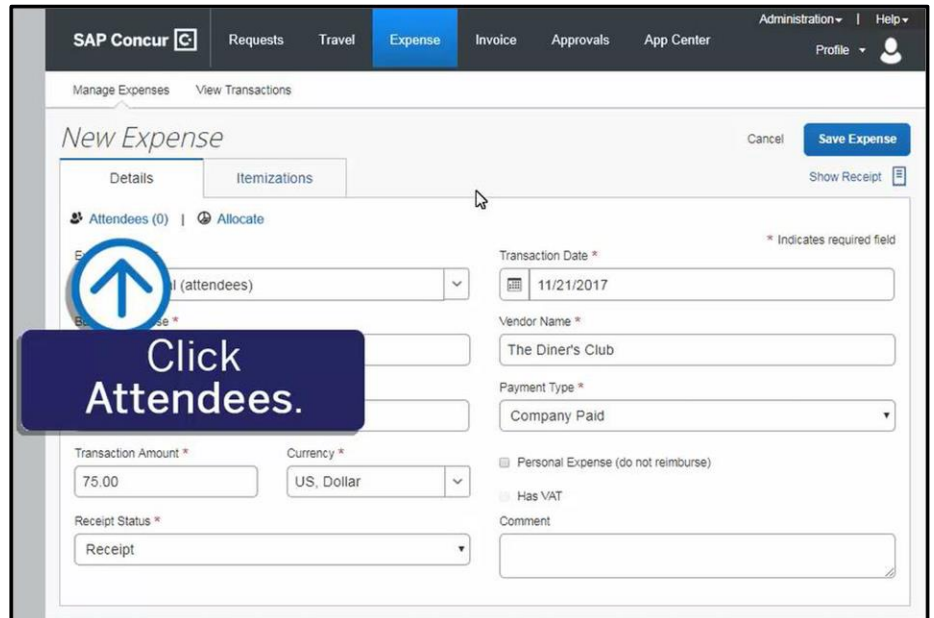


Adding Attendees to a Business Expense

Some expenses, such as business meal and entertainment expenses require you to add attendees to the expense. You will see the **Attendees** link for these types of expenses.

In this first example, you will see how to add a previously used attendee to a business expense.

1. To add a previously used attendee to an expense, on the **Expense** page, on the **Details** tab, click **Attendees**.



The screenshot shows the 'New Expense' form in SAP Concur. The 'Expense' tab is selected in the top navigation bar. The 'Attendees' section is highlighted with a blue circle and an upward arrow. A blue callout box with the text 'Click Attendees.' is overlaid on the 'Attendees' link.

On the **Attendees** page, notice that you are automatically added as an attendee.

2. To add additional attendees, click **Add**.



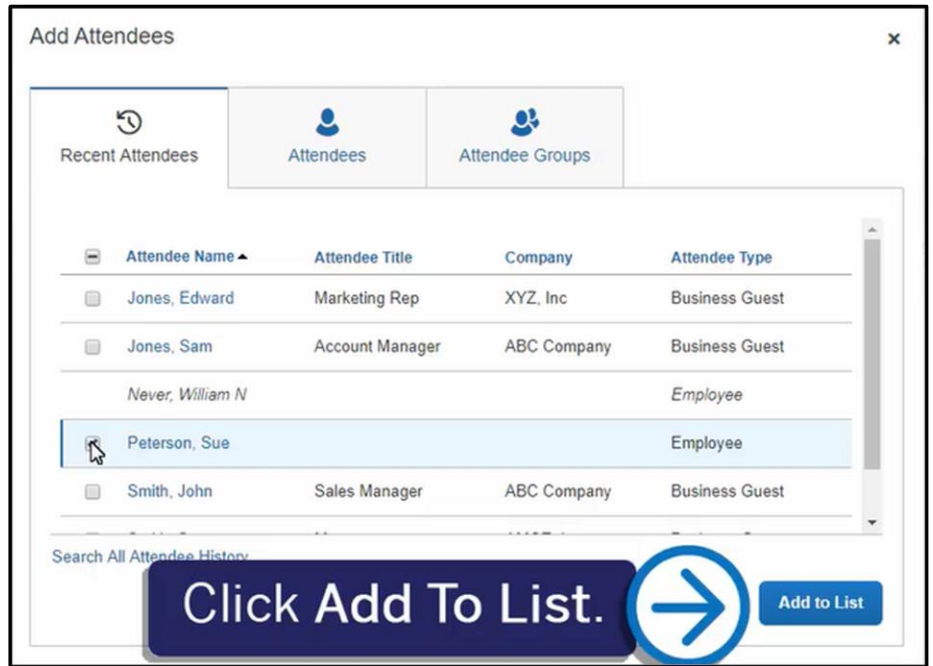
The screenshot shows the 'Attendees' page for a 'Business Meal' expense. The 'Add' button is highlighted with a blue circle and a leftward arrow. A blue callout box with the text 'Click Add.' is overlaid on the 'Add' button.

Attendee type	Attendee Name	Attendee Title	Attendee Count	Amount
Employee	Never, William		1	\$75.00

If you have used an attendee before, they display on the **Recent Attendees** tab.

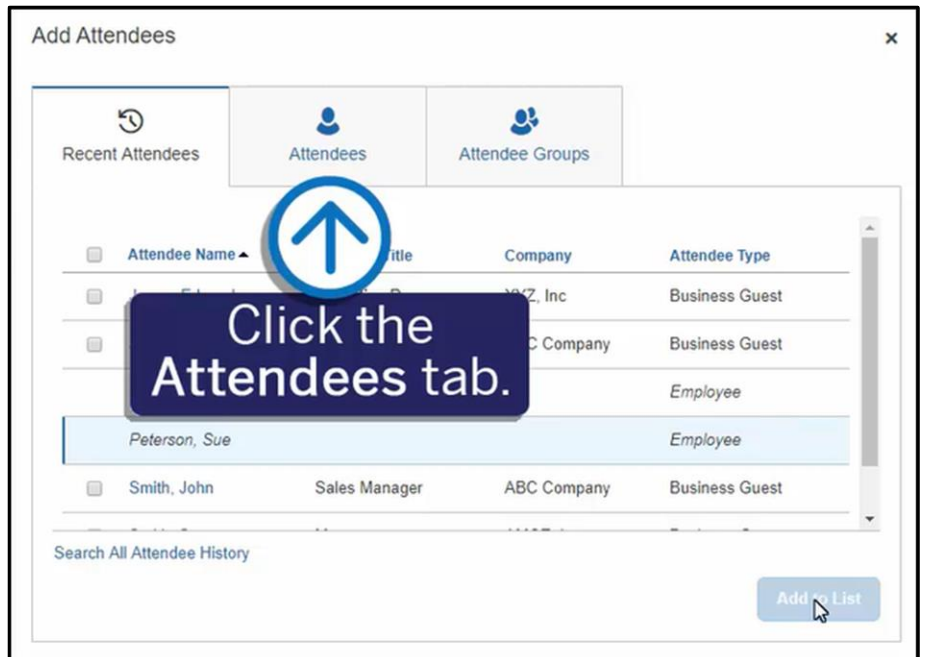
3. To quickly add previously used attendees, select the check box(es) for each **Attendee Name** that you want to add, and then click **Add To List**.

The attendees are added to the expense.

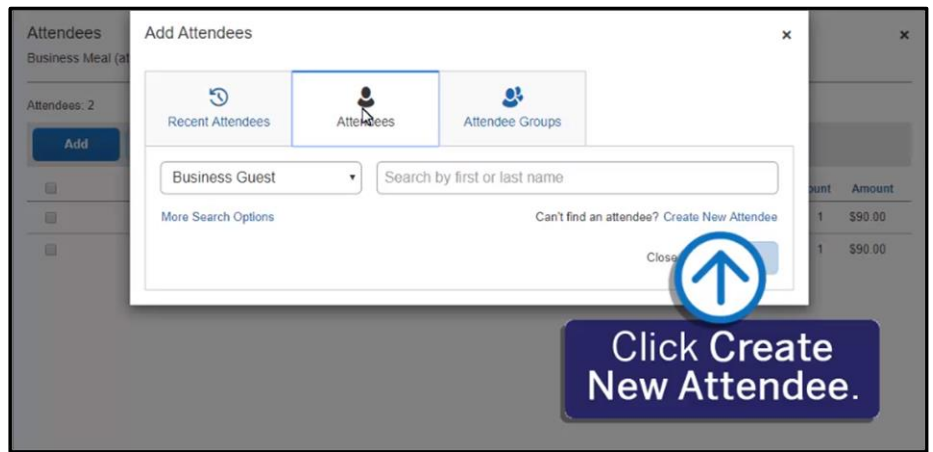


In the next example, you will see how to add a new attendee that you haven't used before to a business expense.

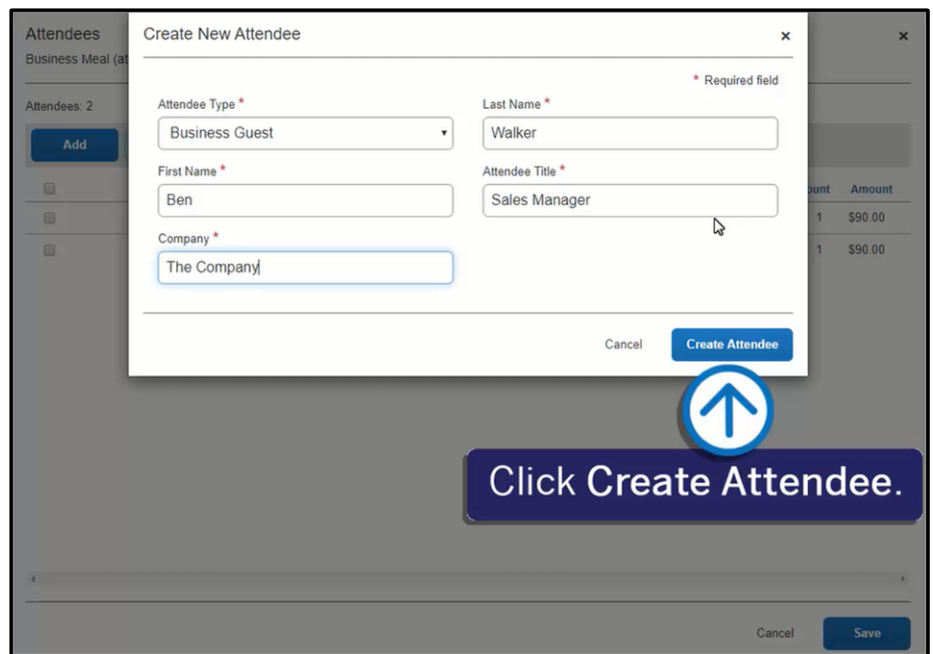
1. To enter a new attendee for an expense, click the **Attendees** tab.



- In the Add Attendees window, click **Create New Attendee**.



- In the **Create New Attendee** window, enter the new attendee's information, and then click **Create Attendee**.
Note: To avoid duplicate entries, it is a best practice to search for the attendee before entering them as a new attendee.



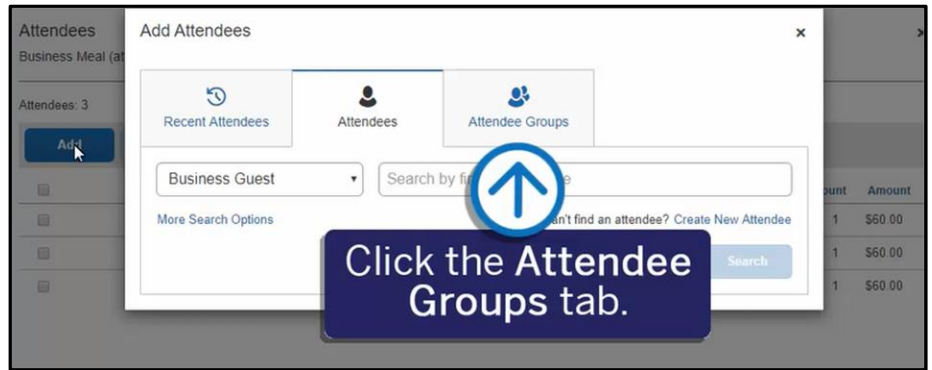
- Click **Cancel** to close the window.

Now you will see how to add an Attendee Group.

- On the **Attendees** page, click **Add**.



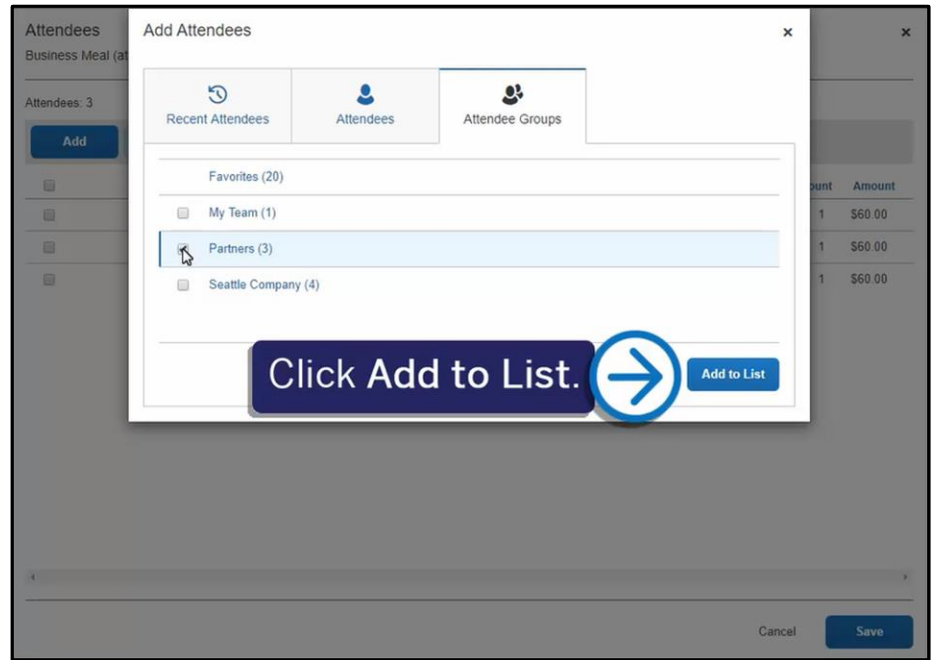
2. Click the **Attendee Groups** tab.



The attendee groups you created in your Expense Profile settings are listed.

For more information about how to create Attendee Groups, view the *Creating an Attendee Group* video and tip sheet.

3. Select the check box for the group that you want to add, and then click **Add to List**.



All your new attendees are listed for this meal and the expense amount is distributed among all attendees.

4. Click **Save**.

