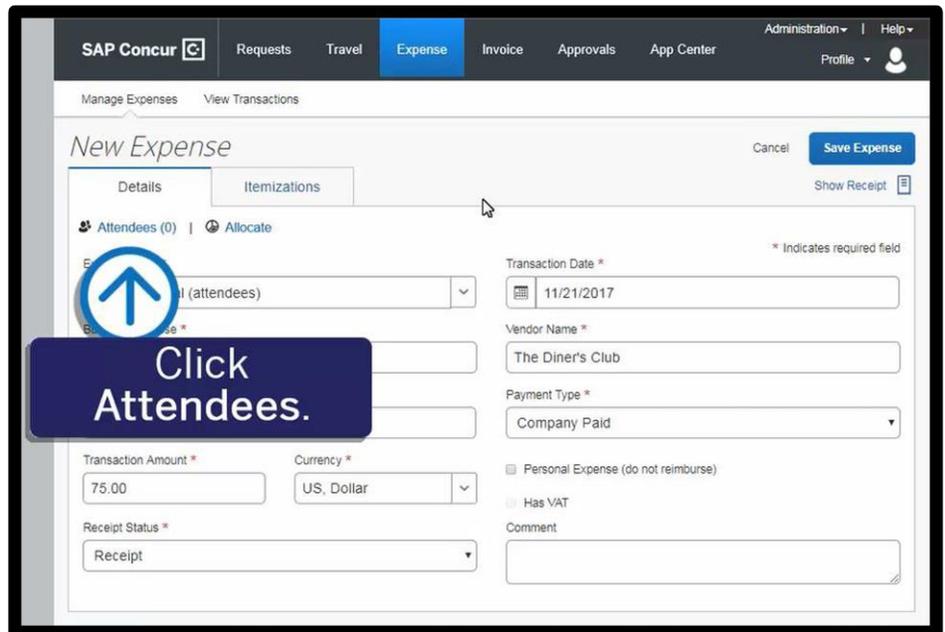


Adding Attendees to a Business Expense

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.

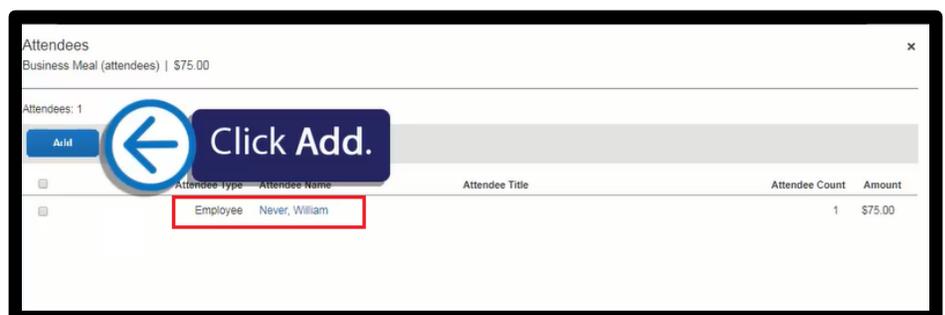
1. To add a previously-used attendee to an expense, on the **Expense** page, on the **Details** tab, click **Attendees**.



The screenshot shows the 'New Expense' form in SAP Concur. The 'Expense' tab is selected in the top navigation. The 'Attendees (0)' field is highlighted with a blue circle and an upward-pointing arrow. A blue callout box with the text 'Click Attendees.' is overlaid on the field. Other fields include 'Transaction Date' (11/21/2017), 'Vendor Name' (The Diner's Club), 'Payment Type' (Company Paid), 'Transaction Amount' (75.00), 'Currency' (US, Dollar), and 'Receipt Status' (Receipt).

Notice that you are automatically added as an attendee.

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



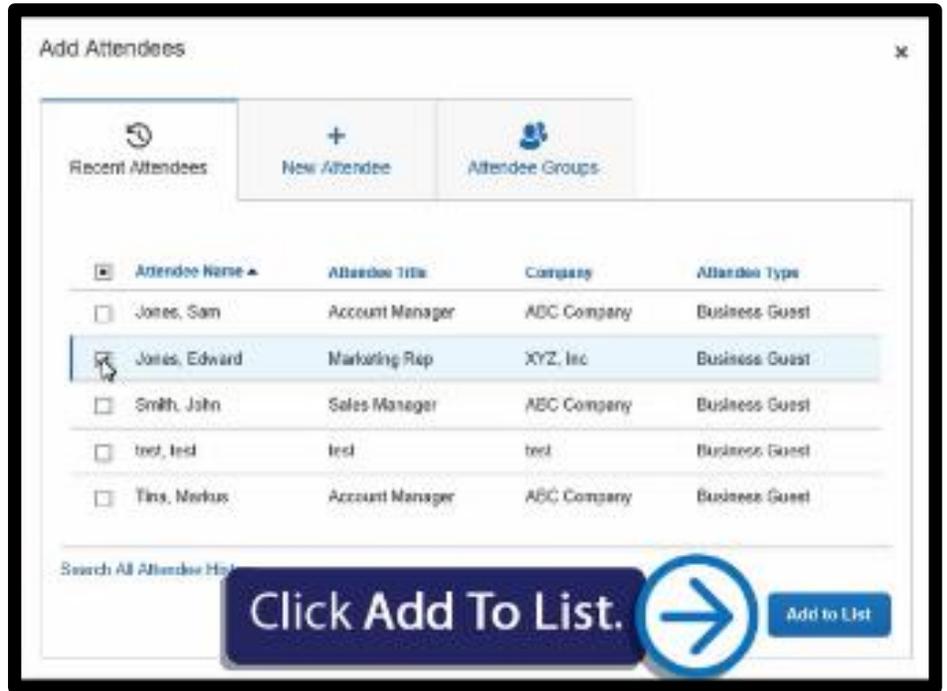
The screenshot shows the 'Attendees' page for a 'Business Meal (attendees) | \$75.00' expense. The 'Attendees: 1' section shows a table with one attendee. A blue callout box with the text 'Click Add.' is overlaid on the 'Add' button.

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.

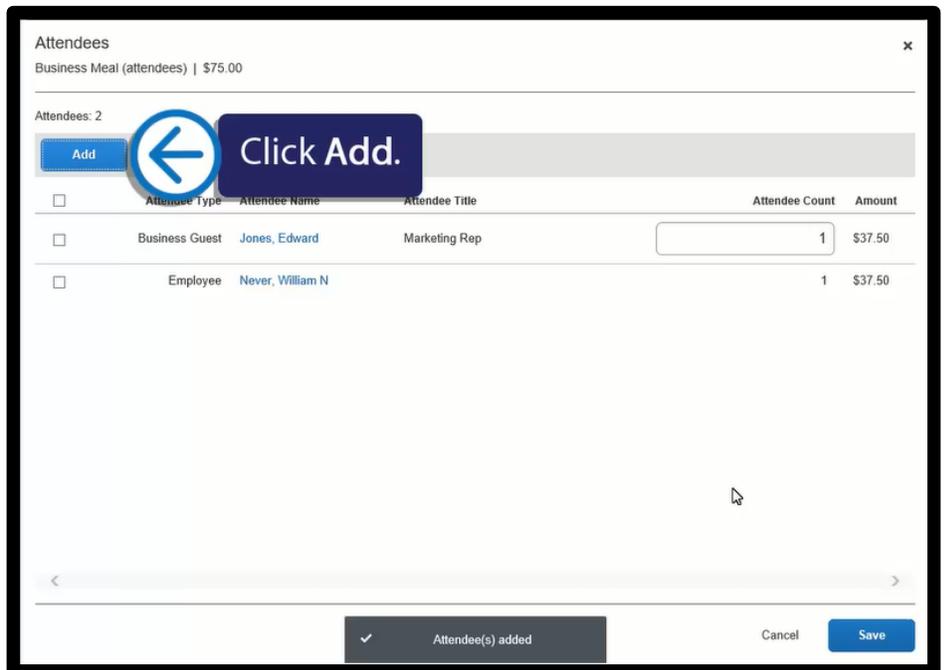
- To quickly add previously-used attendees, select the checkbox(es) for each **Attendee Name** that you want to add, and then click **Add To List**.

The attendees are added to the expense.

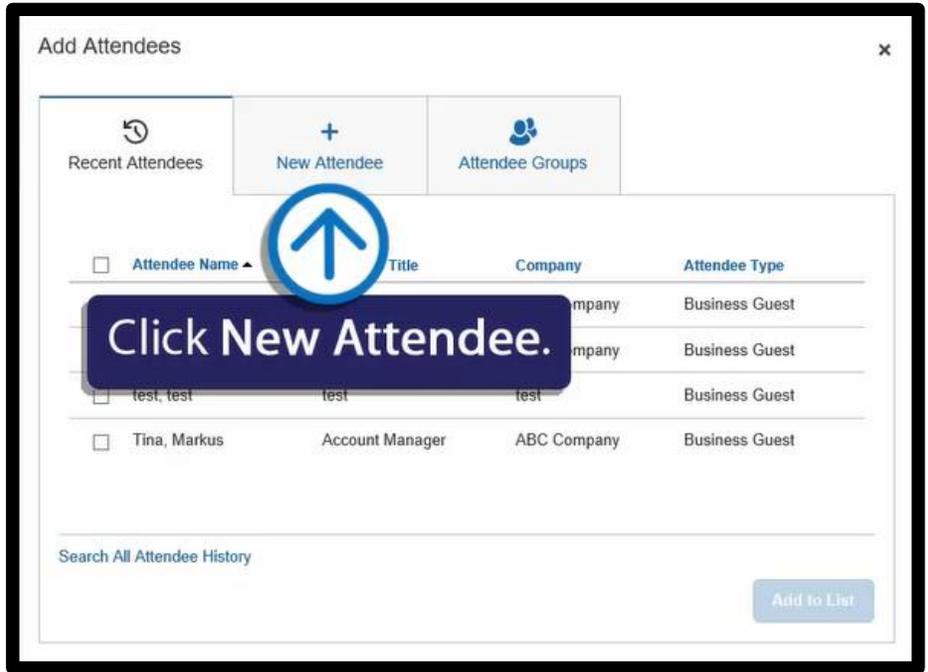


In the next example, you will see how to add a new attendee that you haven't used before to a business expense.

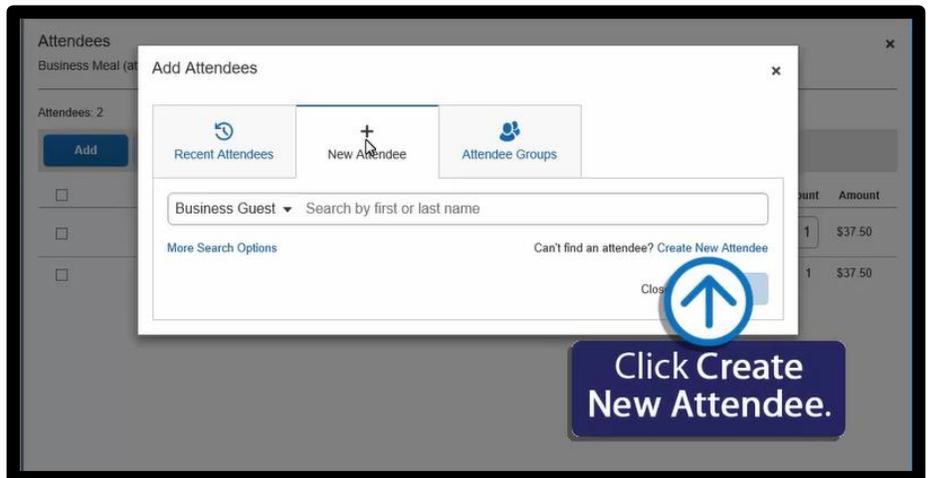
- To enter a new attendee for an expense, on the **Attendees** page, click **Add**.



2. In the Add Attendees window, click the **New Attendee** tab.



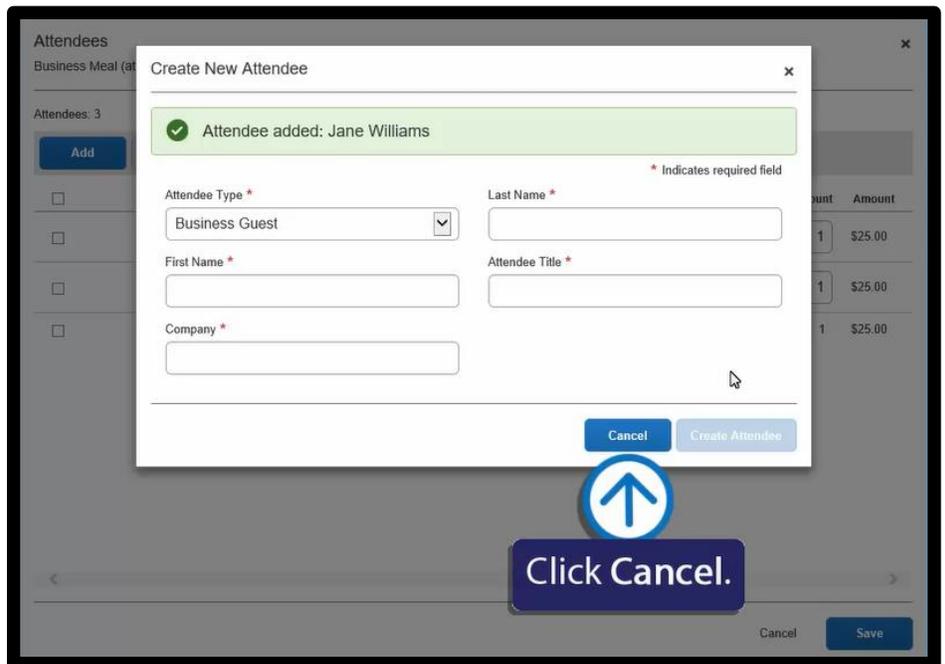
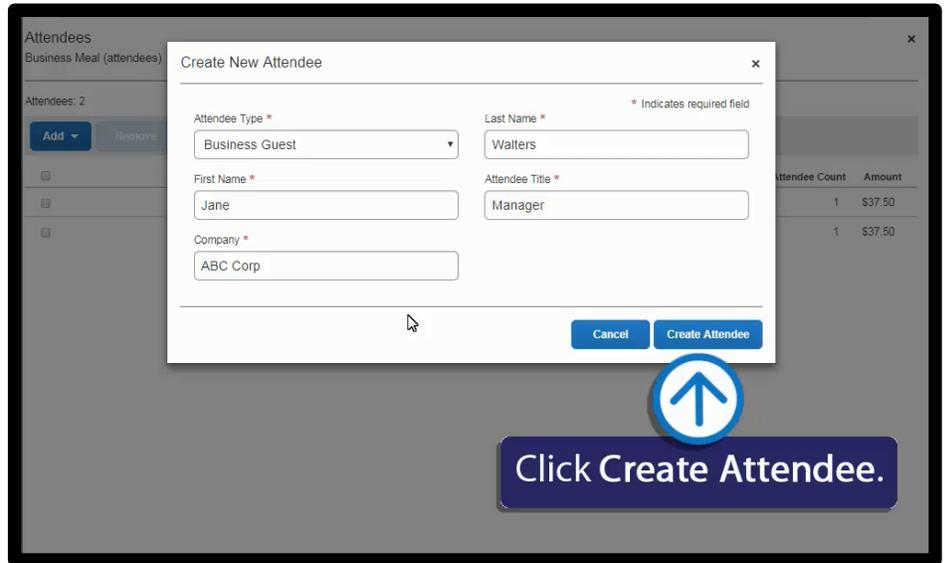
3. Click **Create New Attendee**.



4. In the **Create New Attendee** window, enter the new attendee's information (required fields are indicated with a red asterisk), and then click **Create Attendee**.

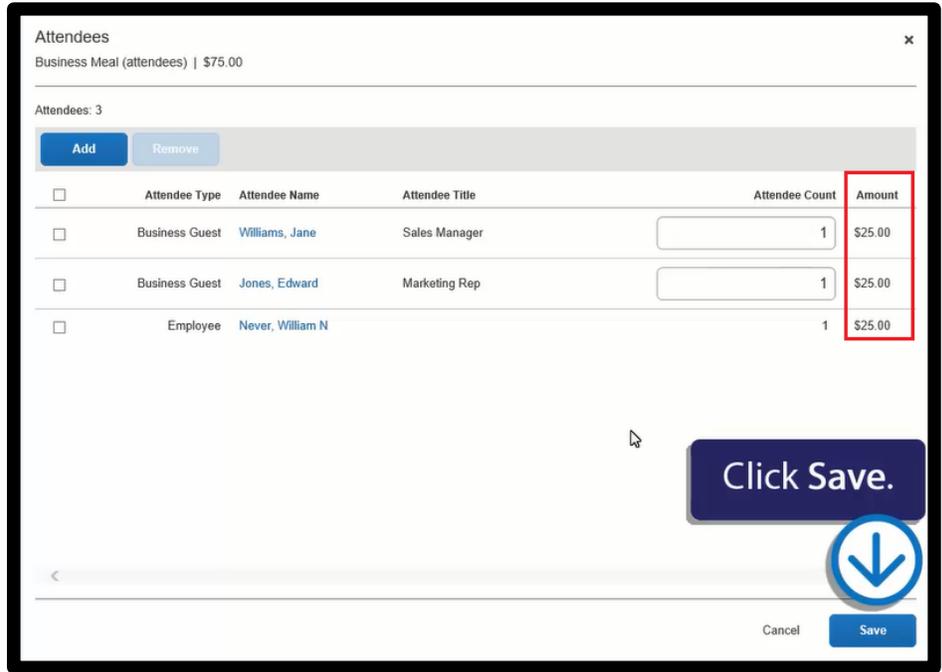
Note: To avoid duplicate entries, it is a best practice to search for the attendee before entering them as a new attendee.

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



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

6. Click Save.



<input type="checkbox"/>	Attendee Type	Attendee Name	Attendee Title	Attendee Count	Amount
<input type="checkbox"/>	Business Guest	Williams, Jane	Sales Manager	1	\$25.00
<input type="checkbox"/>	Business Guest	Jones, Edward	Marketing Rep	1	\$25.00
<input type="checkbox"/>	Employee	Never, William N		1	\$25.00

7. Click Save Expense.

The new attendees are added to the business meal expense.

