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. Under the Attendees field there are two options for adding attendees to the list
   a. Select “New Attendee” to manually add individual attendees one by one or
   b. Select “Advanced Search” or “Favorites” to open the Search Attendees screen (see below)
3. Once all attendees are added (including the user if their costs are included in the expense), click “Save” on the expense.

4. Concur uses the values entered in the expense fields to calculate the per person amount for each attendee.

5. 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.
Search Attendees

This screen provides five different ways to add existing attendees to the expense:

1. Use the “Search Attendees” tab to search for and select other users

2. Use the “Favorites” tab to select the user’s saved attendees
3. Use the “Recently Used” tab to select attendees recently assigned to an expense on a Report including attendees not saved to the user’s profile

4. Use the “Attendees Groups” tab to select groups saved on the user’s profile (selecting a group adds all those attendees to the expense)

5. Use the “My Team” tab to select peers and direct reports associated with the user according to information in their Concur profiles