



## 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

The screenshot shows the 'Details' tab of an expense form. The 'Attendees (0)' section is highlighted with a yellow box. Below it, various fields are visible: Expense Type (Group Per Diem), Number of Days (6), Daily Rate (50.00), Number of Attendees (5), Reduction Amount (0), Transaction Date (10/25/2022), Payment Type (Out-of-Pocket), Per Diem Location (Seattle, Washi...), Trip Purpose (.Professional Devel...), Trip Type (Alaska), Traveler Type (Staff), Amount, Currency (US, Dollar), and Comment.

The screenshot shows the 'Attendees' modal window. It displays 'Group Per Diem | \$' and 'Attendees: 0'. At the bottom, there are four buttons: 'Add', 'Remove', 'Create Group', and 'Copy from Request'. The 'Add' button is highlighted with a yellow box.

3. Under Add Attendees there are four options for adding attendees to the list
  - a. Recent Attendees – Select previously used attendees; use “Search All Attendee History” to view all of the user’s saved attendees (See Profile: [Favorite Attendees](#))

The screenshot shows the 'Add Attendees' modal window with the 'Attendees' tab selected. It features three tabs: 'Recent Attendees', 'Attendees', and 'Attendee Groups'. Below the tabs is a table with columns: 'Attendee Name', 'Attendee Title', 'Institution/Company', and 'Attendee Type'. A single row is visible with the name 'Tester1, Finsys' and title 'Faculty/Staff'. At the bottom, there is a search bar and a button labeled 'Search All Attendee History', which is highlighted with a yellow oval.



- b. Attendees – Search for and select other users; use “More Search Options” to search by more than attendee type and name

Add Attendees

Recent Attendees Attendees Attendee Groups

Attendee Type: Faculty/Staff

Attendee Name: Search by first or last name

[More Search Options](#)

- c. Attendee Groups – Select groups saved on the user’s profile; selecting a group adds all those attendees to the expense (See Profile: [Favorite Attendees](#))

Add Attendees

Recent Attendees Attendees Attendee Groups

Favorites (17)

My Team (18)

Athletes (9)

Team (2)

UO & UCLA (2)

- d. “Create New Attendee” in the Attendees tab – Manually add individual attendees one by one

Add Attendees

Recent Attendees Attendees Attendee Groups

Attendee Type: Student

Attendee Name: Search by first or last name

[More Search Options](#)

[Can't find an attendee? Create New Attendee](#)

Close



Create New Attendee ✕

[← Go back](#)

Attendee Type \* \* Required field

Student ▼

Last Name \*

First Name \*

[Cancel](#) [Create Attendee](#)

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

Attendees ✕

Group Per Diem | \$

Attendees: 5

[Add](#) [Remove](#) [Create Group](#) [Copy from Request](#)

<input type="checkbox"/>	Attendee Name <span>☰</span>	Attendee Title <span>↑↓</span>	Institution/Company <span>↑↓</span>	Attendee Type <span>↑↓</span>	Attendee Count <span>↑↓</span>	Amount <span>↑↓</span>
<input type="checkbox"/>	Green, Forrest			Student	1	\$0.00
<input type="checkbox"/>	Miles, Travis			Faculty/Staff	1	\$0.00
<input type="checkbox"/>	Rose, Alexis	UCLA		Research Participant	1	\$0.00
<input type="checkbox"/>	Test, UAF Approver			Faculty/Staff	1	\$0.00
<input type="checkbox"/>	Tester1, Finsys			Faculty/Staff	1	\$0.00

[Cancel](#) [Save](#)

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



Attendees ✕

Group Per Diem | \$1,500.00

Attendees: 5

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Green, Forrest			Student	1	\$300.00
<input type="checkbox"/>	Miles, Travis			Faculty/Staff	1	\$300.00
<input type="checkbox"/>	Rose, Alexis	UCLA		Research Participant	1	\$300.00
<input type="checkbox"/>	Test, UAF Approver			Faculty/Staff	1	\$300.00
<input type="checkbox"/>	Tester1, Finsys			Faculty/Staff	1	\$300.00

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

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input checked="" type="checkbox"/>	Green, Forrest			Student	1	\$300.00
<input type="checkbox"/>	Miles, Travis			Faculty/Staff	1	\$300.00
<input checked="" type="checkbox"/>	Rose, Alexis	UCLA		Research Participant	1	\$300.00
<input type="checkbox"/>	Test, UAF Approver			Faculty/Staff	1	\$300.00
<input type="checkbox"/>	Tester1, Finsys			Faculty/Staff	1	\$300.00