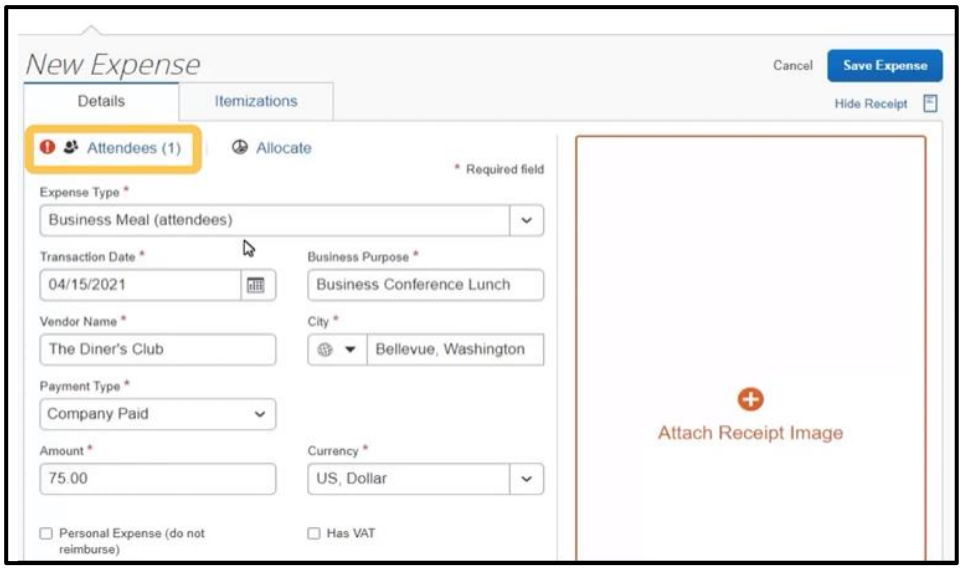
Adding Attendees to a Business Expense

Some expenses, such as business meals and entertainment expenses require you to add attendees to the expense. You will see an **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, select **Attendees**.



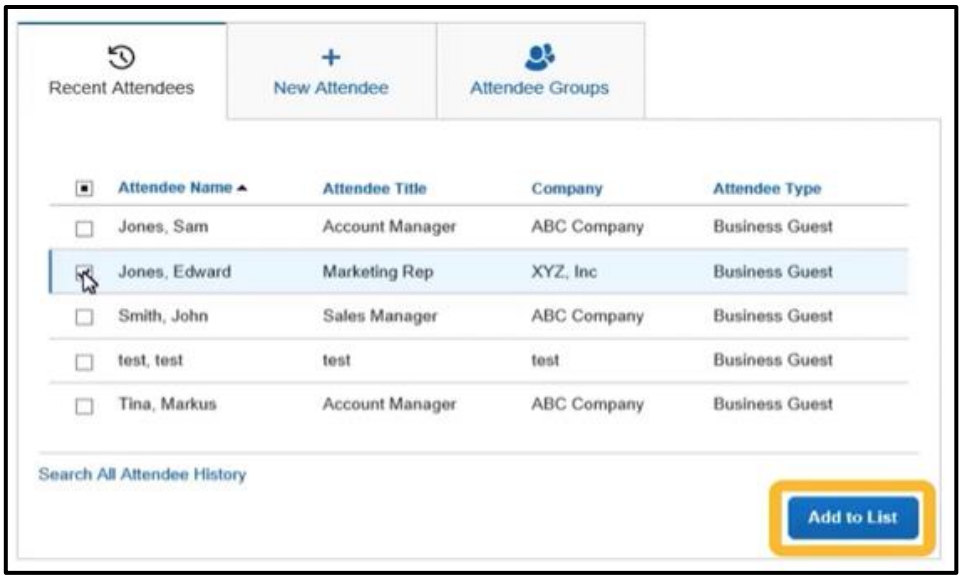
On the **Attendees** page, notice that you are automatically added as an attendee.

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

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

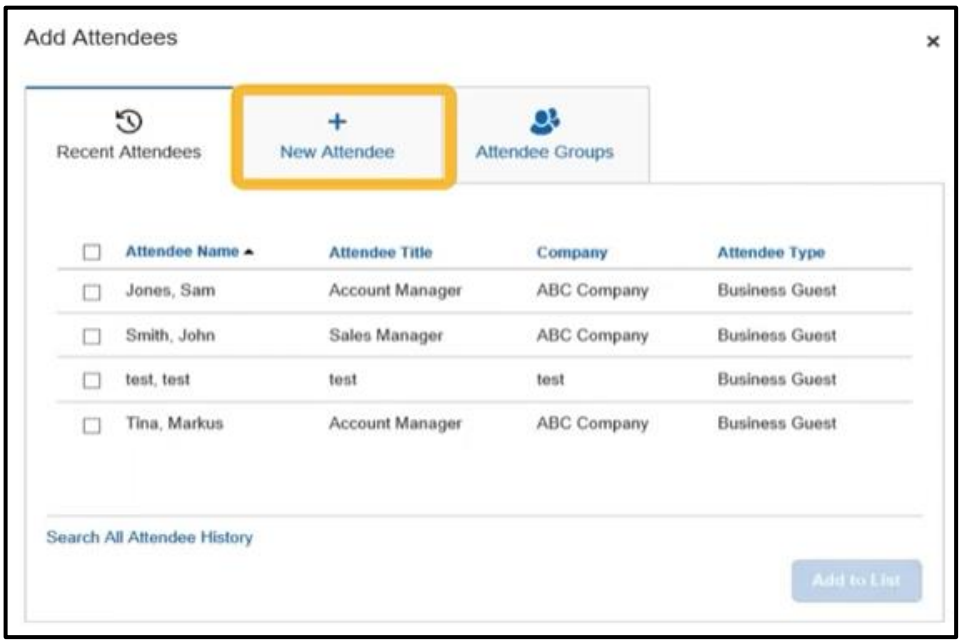
3. To quickly add previously used attendees, select the check box(es) for each **Attendee Name** that you want to add, and then select **Add to List**.

   The attendees are added to the expense.

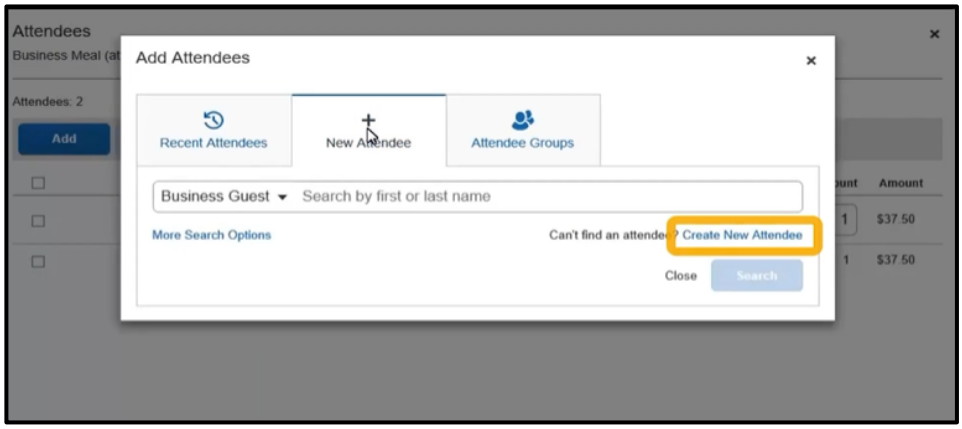


In the next example, you will see how to add a new attendee that you haven't used before to a business expense.

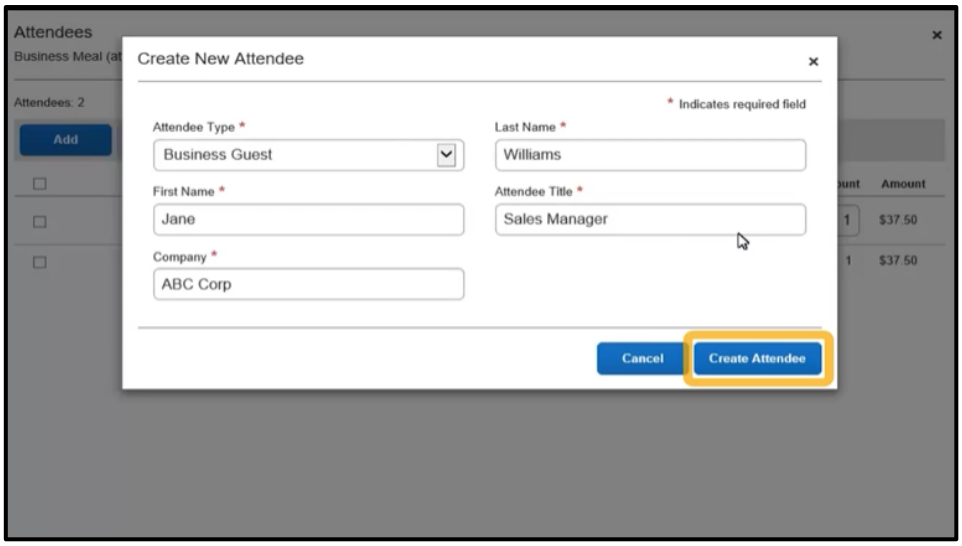
4. To enter a new attendee for an expense, select the **New Attendee** tab.



5. In the **Add Attendees** window, select **Create New Attendee**.



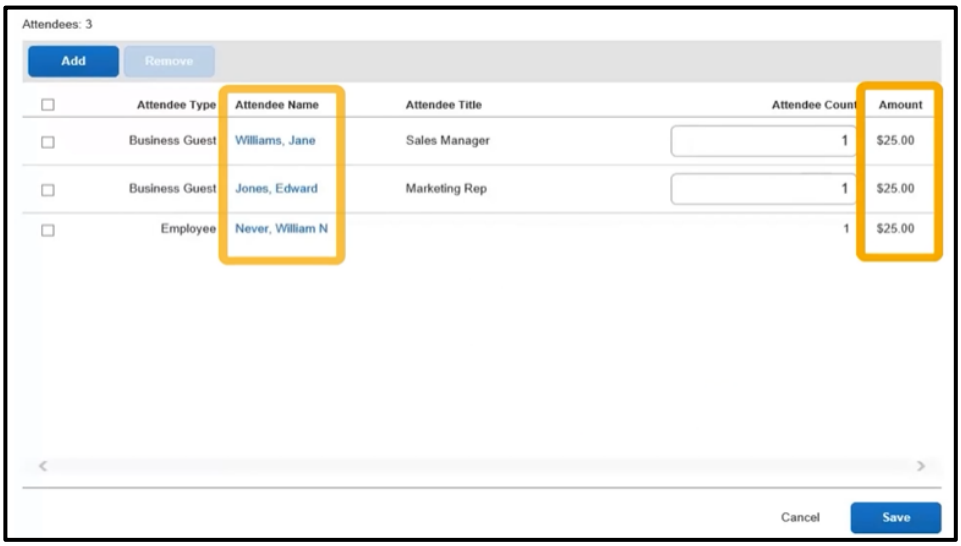
6. In the **Create New Attendee** window, enter the new attendee's information, and then select **Create Attendee**.
7. After the attendees are added, select **Cancel** to close the window.



The attendees are listed for this expense and the amount is distributed equally among all attendees.

8. Select **Save**, and then select **Save Expense**.

The new and recently used attendees are added to your business meal expense.



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