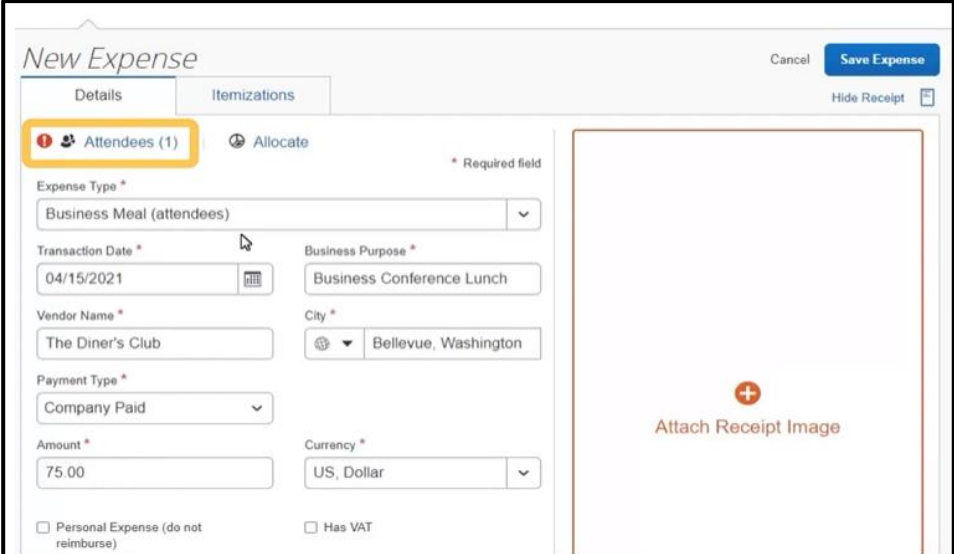


Adding Attendees to a Business Expense

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**.



The screenshot shows the 'New Expense' form in SAP Concur. The 'Details' tab is active. A yellow box highlights the 'Attendees (1)' link. The form contains the following fields:

- Expense Type: Business Meal (attendees)
- Transaction Date: 04/15/2021
- Vendor Name: The Diner's Club
- Payment Type: Company Paid
- Amount: 75.00
- Business Purpose: Business Conference Lunch
- City: Bellevue, Washington
- Currency: US, Dollar

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

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



The screenshot shows the 'Attendees' page in SAP Concur. The 'Add' button is highlighted with a yellow box. The table below lists the attendees:

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

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

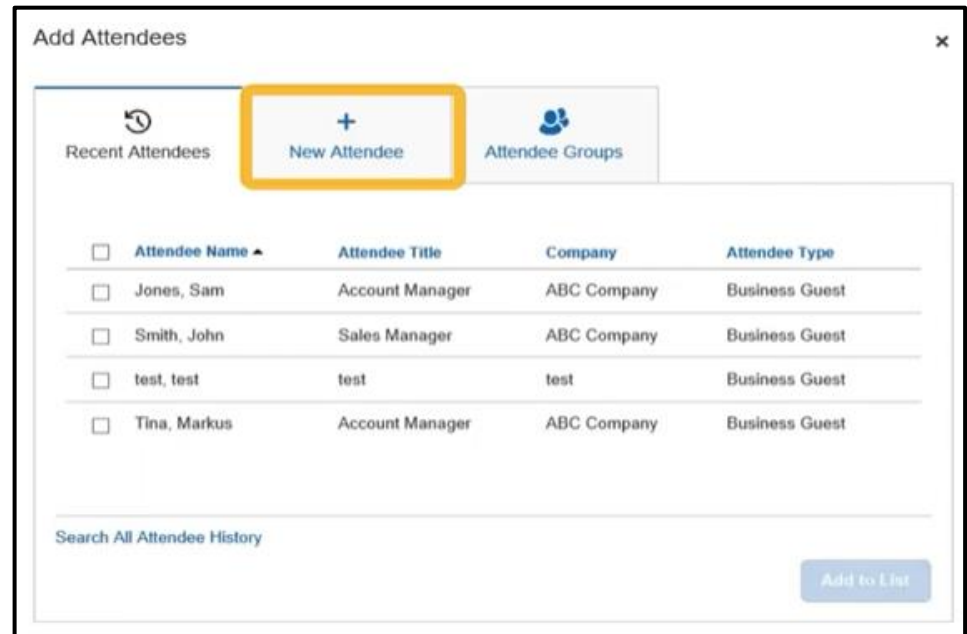
- To quickly add previously used attendees, select the check box(es) for each **Attendee Name** that you want to add, and then select **Add to List**.

The attendees are added to the expense.

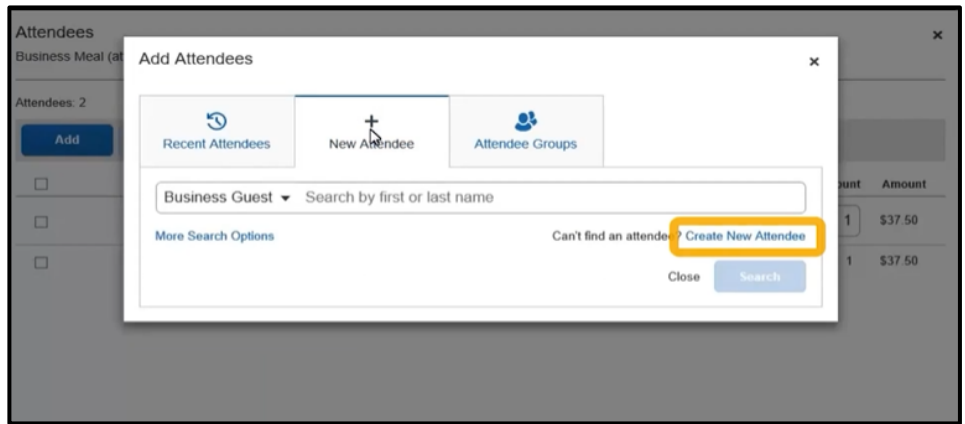


In the next example, you will see how to add a new attendee that you haven't used before to a business expense.

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

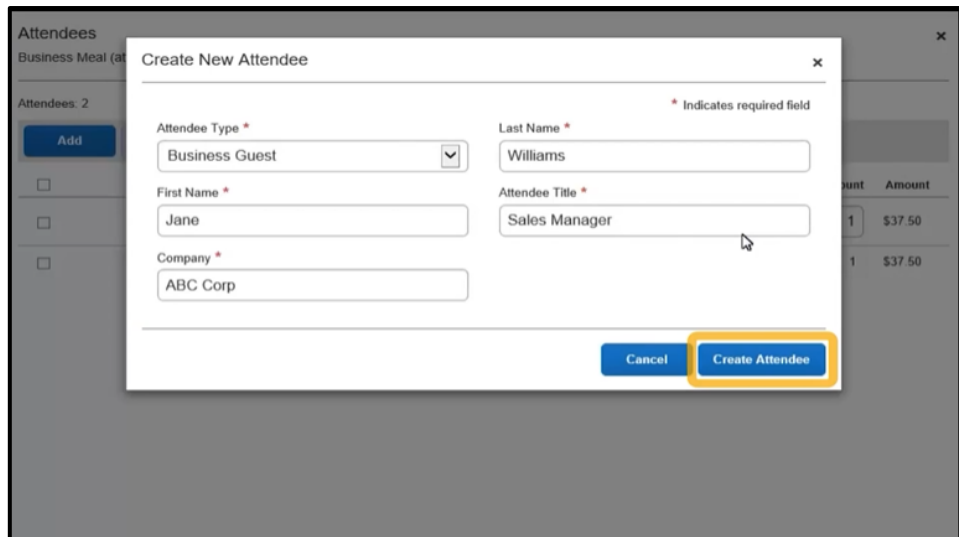


5. In the Add Attendees window, select **Create New Attendee**.



6. In the **Create New Attendee** window, enter the new attendee's information, and then select **Create Attendee**.

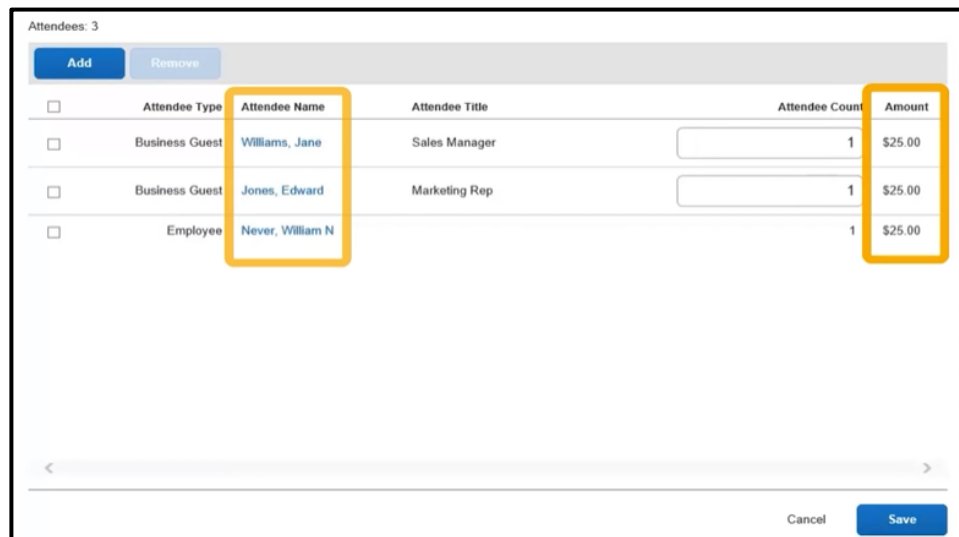
7. After the attendees are added, select **Cancel** to close the window.



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.



Last updated: 13 September 2022