

Adding Attendees

1. To add attendees to an expense, click on the Attendees link.
2. On the next screen, click the Add button.

Creating a New Attendee

1. If the attendee is new—one you have not previously entered into a Concur report—click on Create New Attendee.
2. Fill in all required fields.
3. Then click Create Attendee to add the individual to the Attendee list.
4. To create additional attendees, repeat the process.
5. Once all attendees have been created, click the Go Back link at the top left of the screen.

Adding an Existing Attendee

1. If the attendee you wish to add is an existing attendee—an attendee added before in a Concur report—you may be able to locate them via the Recent Attendee tab.
2. If not, fill in the Attendee Type field and enter the person's first and/or last name to search your attendee database.
3. Once you locate the attendee, check the box to the left of their name and then click the Add to List button on the right of the screen.
4. To search for additional attendees, click the Search button
5. Or, if you are finished searching, click Close to return to the list of attendees you have added.
6. Click Save in the bottom right corner.

Adding Attendee Groups

1. It is also possible to add attendee groups, in situations where an event is open to the public. To create an attendee group, under the Attendee Type dropdown menu, select Group Event.
2. Provide the name of the event in the Event Name field.
3. Then click Create New Attendee on the right of the screen.
4. On the window that opens, click the blue Create Attendee button.
5. Click cancel to leave the create attendee screen.
6. The screen returns to your attendee list. Check the box for the attendee group you created.
7. Click Save.
8. Click the blue Save Expense button in the top right corner of the screen.
9. The main expense list will now show. On this screen, click the Manage Receipts dropdown menu and select Manage Attachments.
10. Click the Add button at the bottom of the screen.
11. Upload the sign-in sheet for the event or the list of attendees.
12. Once the list is uploaded, click the X in the top right corner of the window to close out of the Attachments screen.