

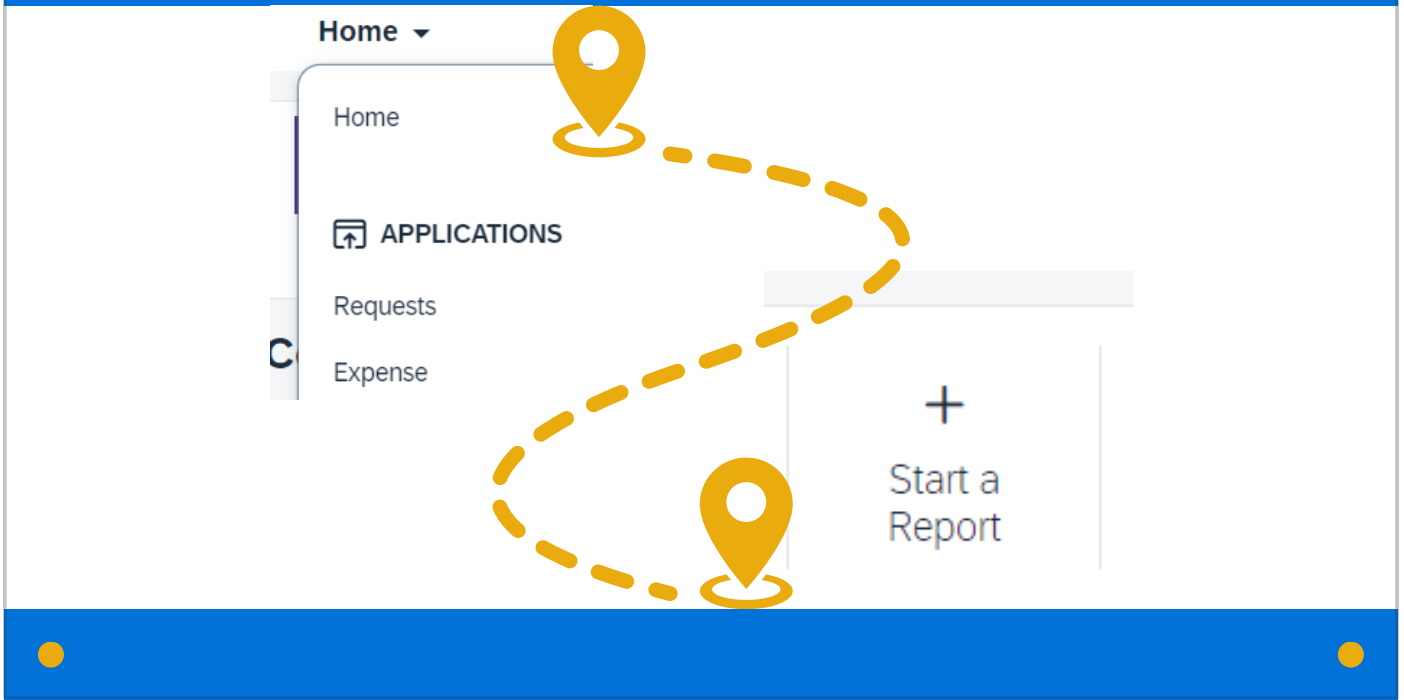
Concur Expense Management: **Expense Attendees**

Welcome to our introductory training on adding attendees to an expense report in Concur. This video is specific to adding attendees. For full details on how to create an expense report, please refer to our Expense Report training video.



official hospitality

Attendees are associated with official hospitality charges.



You will start the process of adding attendees in one of two places.



+
Start a
Request

+
Start a
Report

02
Required
Approvals

00
Authorization
Requests

00
Available
Expenses

00
Open
Reports

Company Notes

[Deployment Toolkit](#)

You can access the deployment toolkit using this link .

[Concur Training Toolkit](#)

This link will provide information to utilize the Concur Expense System.

My Tasks

02 Required Approvals →

Nick T. | Europe Travel Request
\$3,000.00 — Travel

Stacy T. | Red Stapler
\$15.00 — Expense

00 Available Expenses →

You currently have no available expenses.



00 Open Reports →

You currently have no open reports.



If you are creating a new expense report, on the Concur home screen, click on Start a Report.

SAP Concur Expense

Create New Report

Create From an Approved Request

* Required field

Policy *
*Travel

Report/Trip Name *
Report/Trip Start Date *
MM/DD/YYYY

Report/Trip End Date *
MM/DD/YYYY

Report/Trip Purpose *
None Selected

Trip Type *
None Selected

Traveler Type *
None Selected

Does this trip include personal travel? *
None Selected

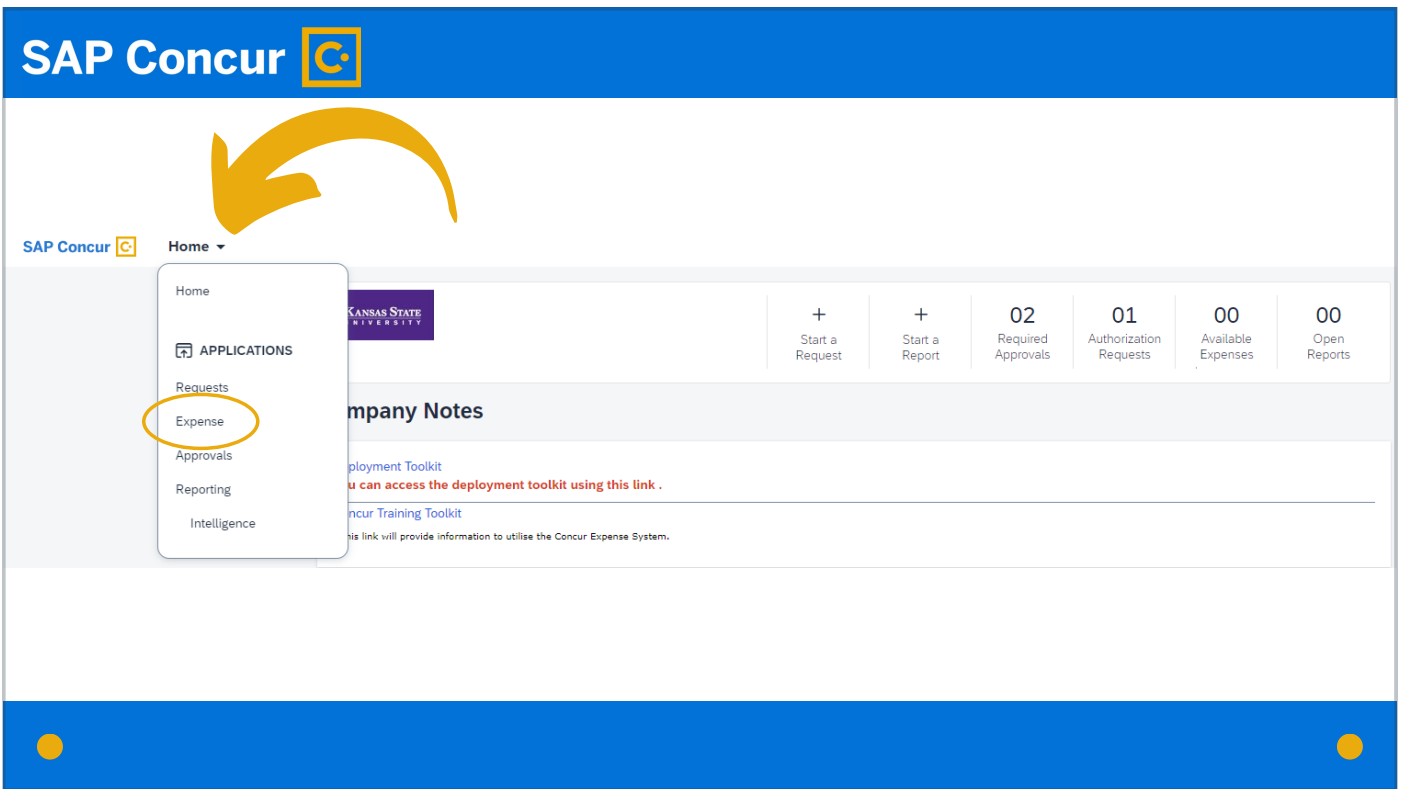
Personal Dates of Travel

List Other Travelers Traveling with You

Next: Create report and add itinerary details for your travel allowances

Cancel Next

You will see the report header screen. For further instructions on how to complete the report header fields, please refer to the Expense Reports training video.



If you are adding attendees within an existing, unsubmitted report, click on the dropdown menu next to the Home page identifier, and select Expense.

Manage Expenses

Report Library

[Create New Report](#)

View: Active Reports ▾

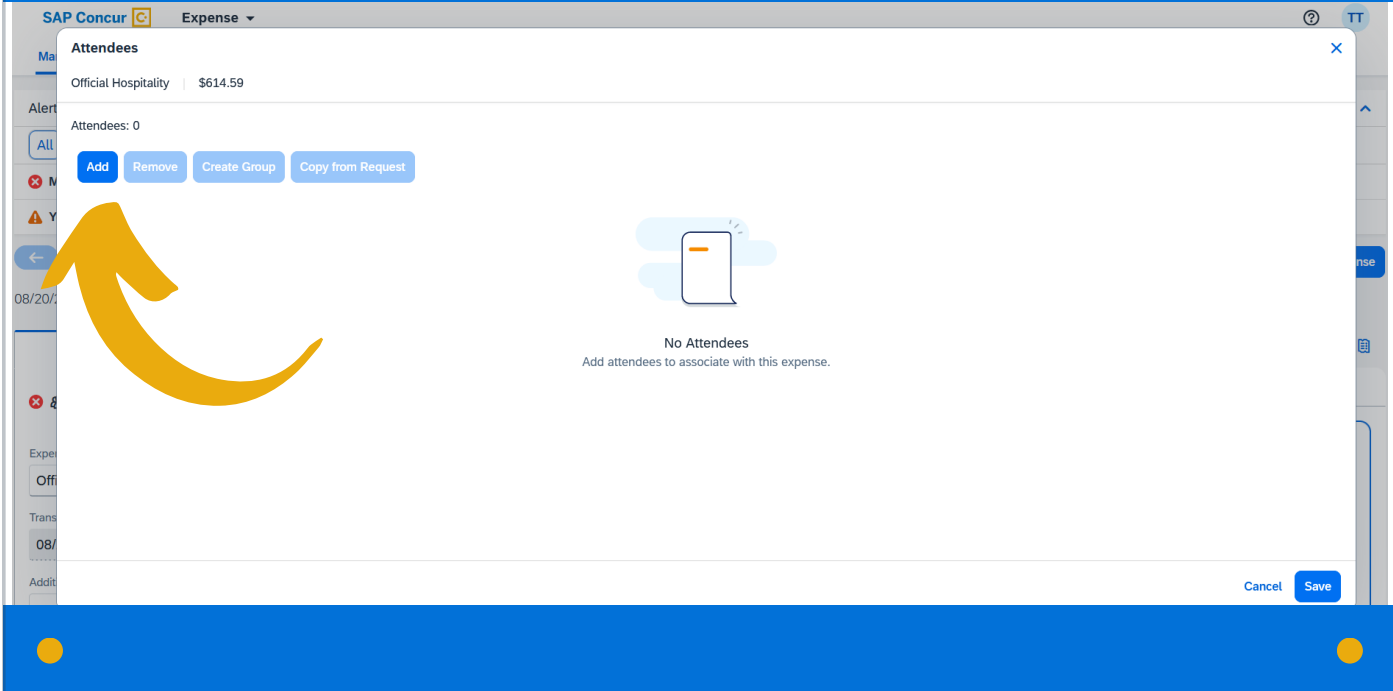
Personal Charge 10/17/2023 \$501.86 Not Submitted	Seminar 10/15/2023 \$614.59 Not Submitted	Card Transactions Test 10/15/2023 \$481.29 Not Submitted	September 2023 Mileage 10/10/2023 \$237.49 Due Employee: \$237.49 Submitted Pending Accounts Payable Manager Approval
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You will see the Manage Expenses screen. Locate the unsubmitted report and click on it.

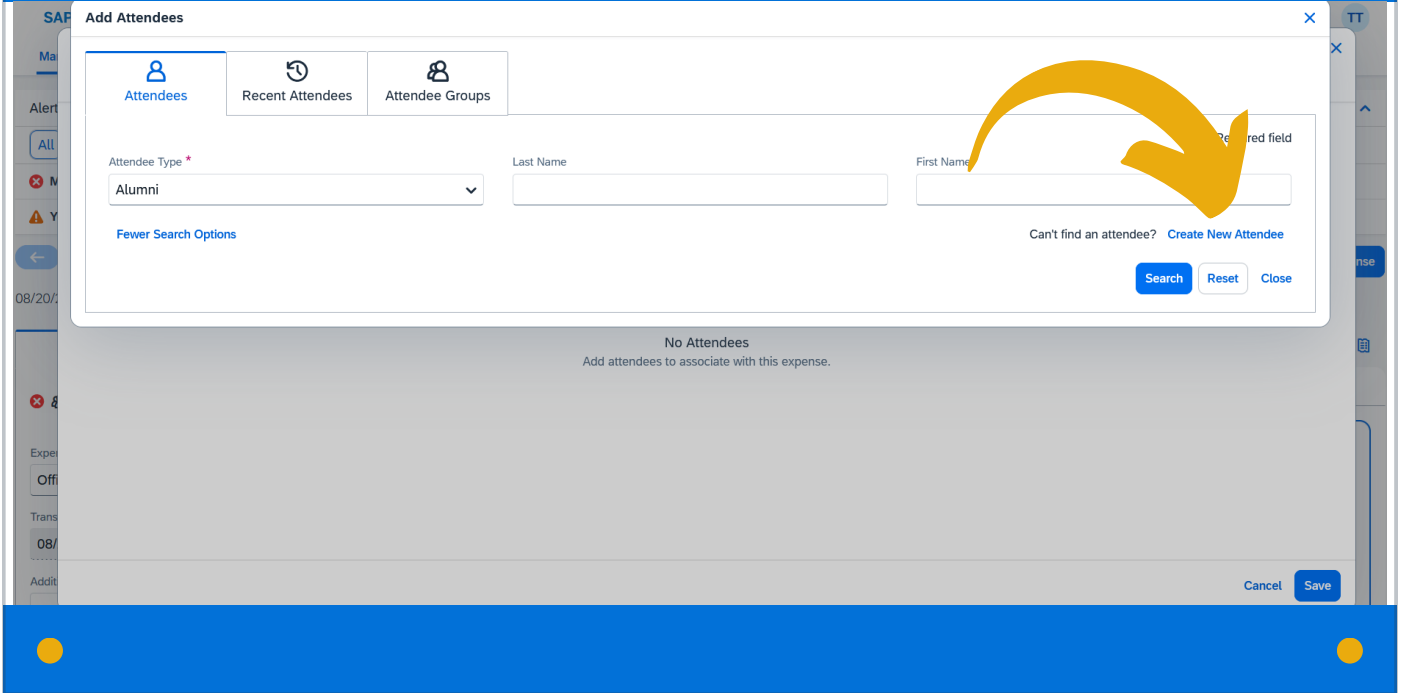
The screenshot shows the SAP Concur Expense report form. At the top, the SAP Concur logo is on the left, and 'Expense' is on the right. Below the logo, there are navigation tabs: 'Manage Expenses', 'Card Transactions', and 'Cash Advances'. The main header displays 'Undefined \$614.59' with a yellow arrow pointing to the 'Attendees (0)' link. To the right of the header are buttons for 'Cancel', 'Delete Expense', and 'Save Expense'. Below the header, there are breadcrumb links: '08/20/2023', 'AERO COACH AVAIIATION', and 'Corporate Card'. The form is divided into two main sections: 'Details' and 'Receipt'. The 'Details' section contains several fields: 'Expense Type' (Official Hospitality), 'Transaction Date' (08/20/2023), 'Report/Trip Purpose' (1) Conference Attendee, 'Additional Information', 'Enter Vendor Name' (AERO COACH AVAIIATION), 'City of Purchase', 'Payment Type' (KSU Card Feed), 'Amount' (614.59), and 'Currency' (US, Dollar (USD)). The 'Receipt' section has an 'Add Receipt' button and instructions for uploading files. A yellow arrow points to the 'Attendees (0)' link in the 'Details' section.

For both new reports and existing, unsubmitted reports, when you come to the screen that provides the Attendees option, click on the Attendees link.



The screenshot shows the SAP Concur Expense Attendees dialog box. At the top, it displays 'SAP Concur Expense' and 'Official Hospitality | \$614.59'. Below this, it states 'Attendees: 0'. There are four buttons: 'Add', 'Remove', 'Create Group', and 'Copy from Request'. A large yellow arrow points to the 'Add' button. In the center, there is a graphic of a smartphone with the text 'No Attendees' and 'Add attendees to associate with this expense.' At the bottom right, there are 'Cancel' and 'Save' buttons.

On the next screen, click the Add button.



Add Attendees

Attendees Recent Attendees Attendee Groups

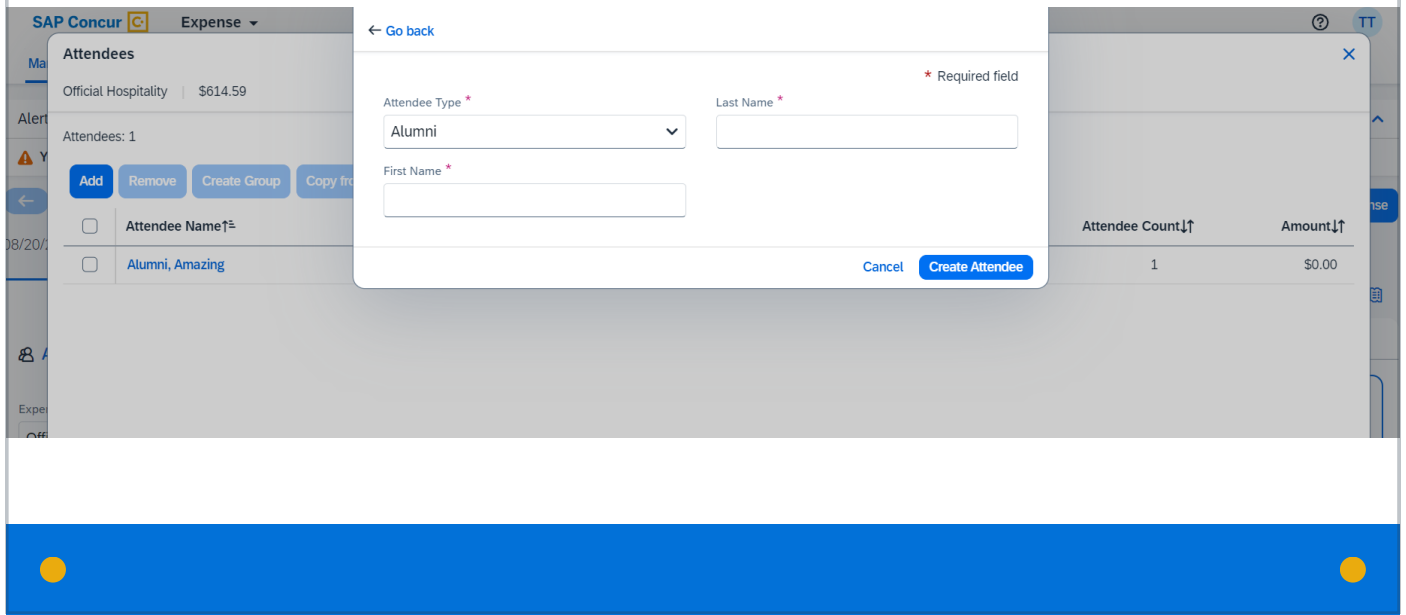
Attendee Type * Last Name First Name Required field

Alumni

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

No Attendees
Add attendees to associate with this expense.

If the attendee is new—one you have not previously entered into a Concur report—click on Create New Attendee.



The screenshot shows the SAP Concur Expense Attendees interface. A modal dialog is open for adding a new attendee. The dialog contains the following fields:

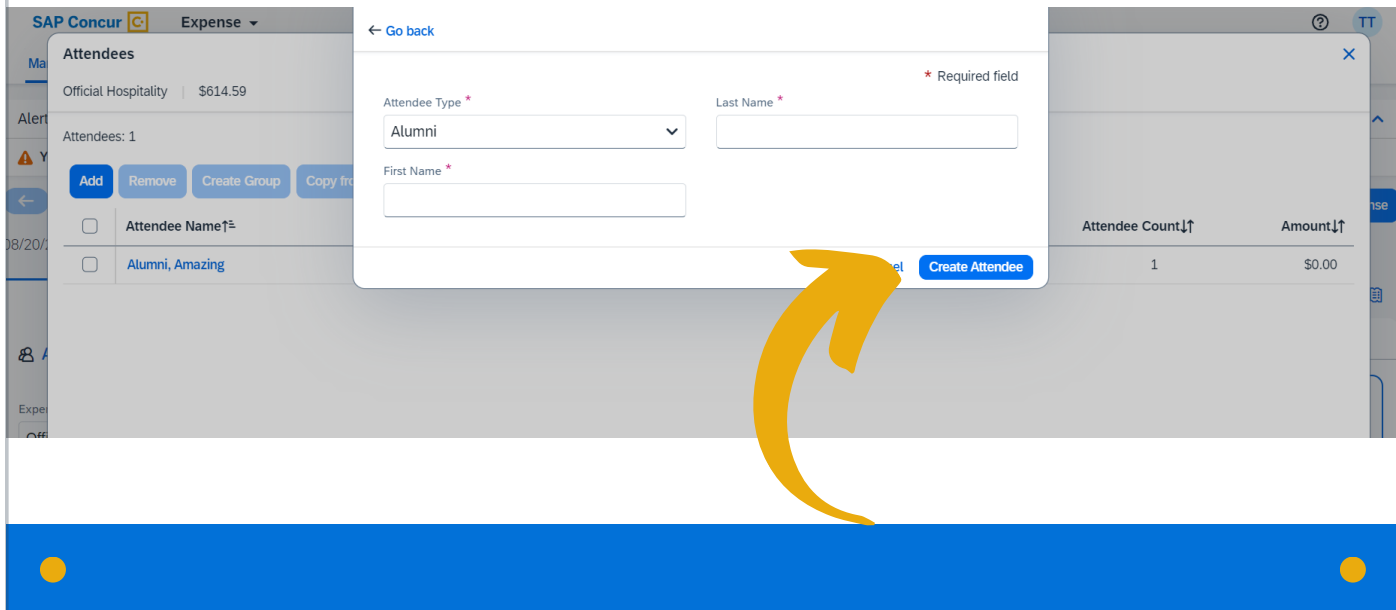
- Attendee Type * (Dropdown menu with "Alumni" selected)
- Last Name * (Text input field)
- First Name * (Text input field)

Buttons at the bottom of the dialog include "Cancel" and "Create Attendee".

In the background, the main interface shows a list of attendees with the following table:

Attendee Name	Attendee Count	Amount
Alumni, Amazing	1	\$0.00

Fill in all required fields.



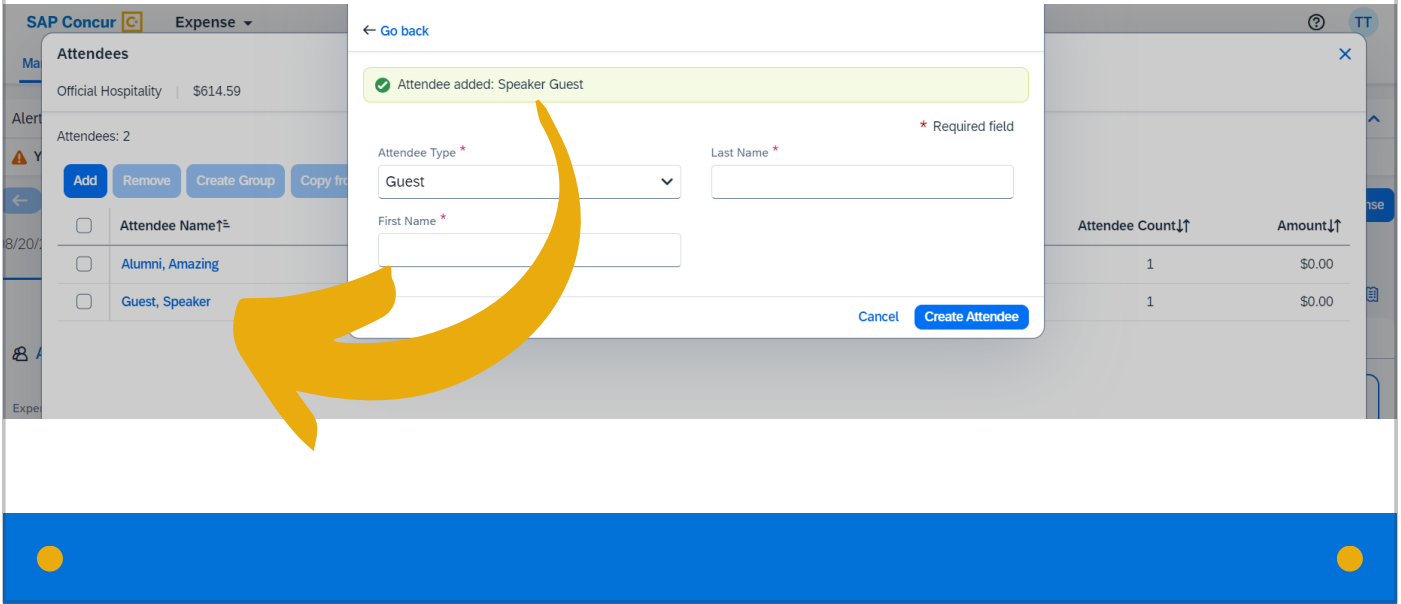
The screenshot shows the SAP Concur Expense Attendees form. The form is titled "Attendees" and includes a "Go back" button. The form contains the following fields:

- Attendee Type * (Dropdown menu with "Alumni" selected)
- Last Name * (Text input field)
- First Name * (Text input field)

A yellow arrow points to the "Create Attendee" button at the bottom right of the form. The background shows a list of attendees with columns for "Attendee Name", "Attendee Count", and "Amount".

Attendee Name	Attendee Count	Amount
Alumni, Amazing	1	\$0.00

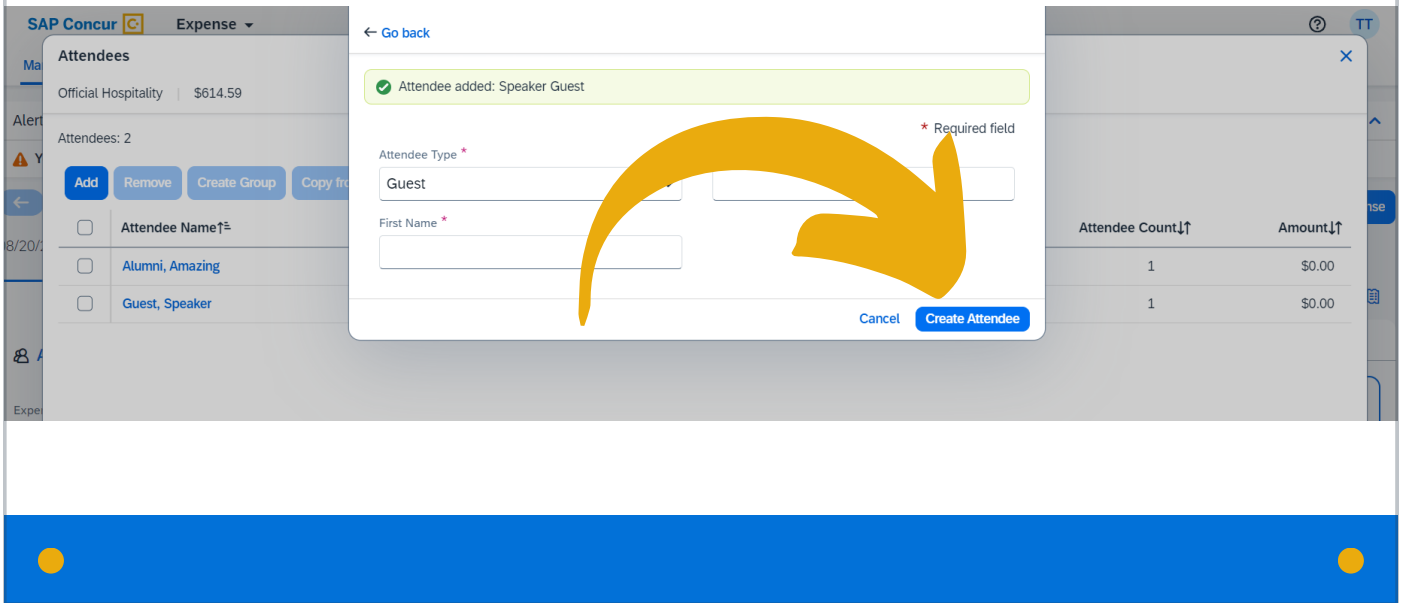
Then click Create Attendee.



The screenshot shows the SAP Concur Expense Attendees interface. A modal window is open for adding a new attendee. The modal has a green success message at the top: "Attendee added: Speaker Guest". Below this, there are input fields for "Attendee Type" (set to "Guest"), "Last Name", and "First Name". A yellow arrow points from the "Attendee Type" dropdown to the "Attendee Name" list in the background. The background list shows two attendees: "Alumni, Amazing" and "Guest, Speaker". To the right, a table shows the attendee count and amount.

Attendee Count	Amount
1	\$0.00
1	\$0.00

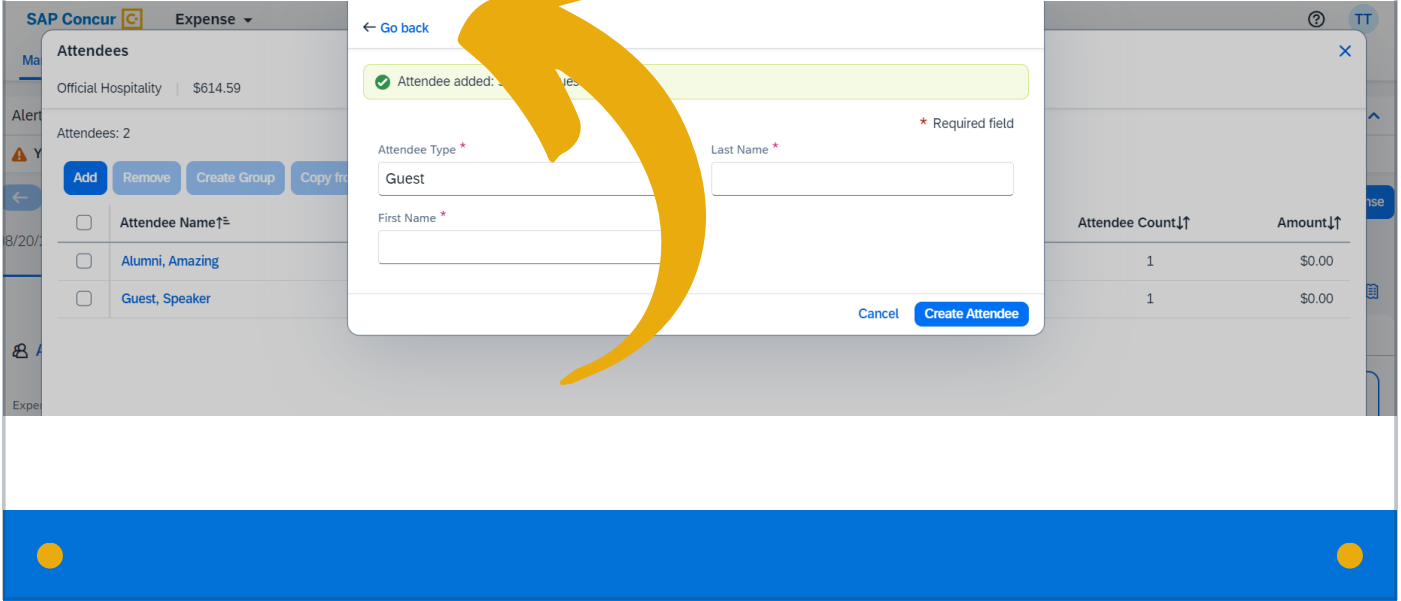
The attendee has been added to the Attendee list.



The screenshot shows the SAP Concur Expense Attendees interface. A modal dialog is open for adding a new attendee. The dialog has a green success message at the top: "Attendee added: Speaker Guest". Below this, there are two required fields: "Attendee Type" and "First Name". The "Attendee Type" field is currently filled with "Guest". A large yellow arrow points from the "Attendee Type" field to the "Create Attendee" button. The dialog also includes "Cancel" and "Create Attendee" buttons. In the background, the main interface shows a list of attendees with columns for "Attendee Name", "Attendee Count", and "Amount".

Attendee Name	Attendee Count	Amount
Alumni, Amazing	1	\$0.00
Guest, Speaker	1	\$0.00

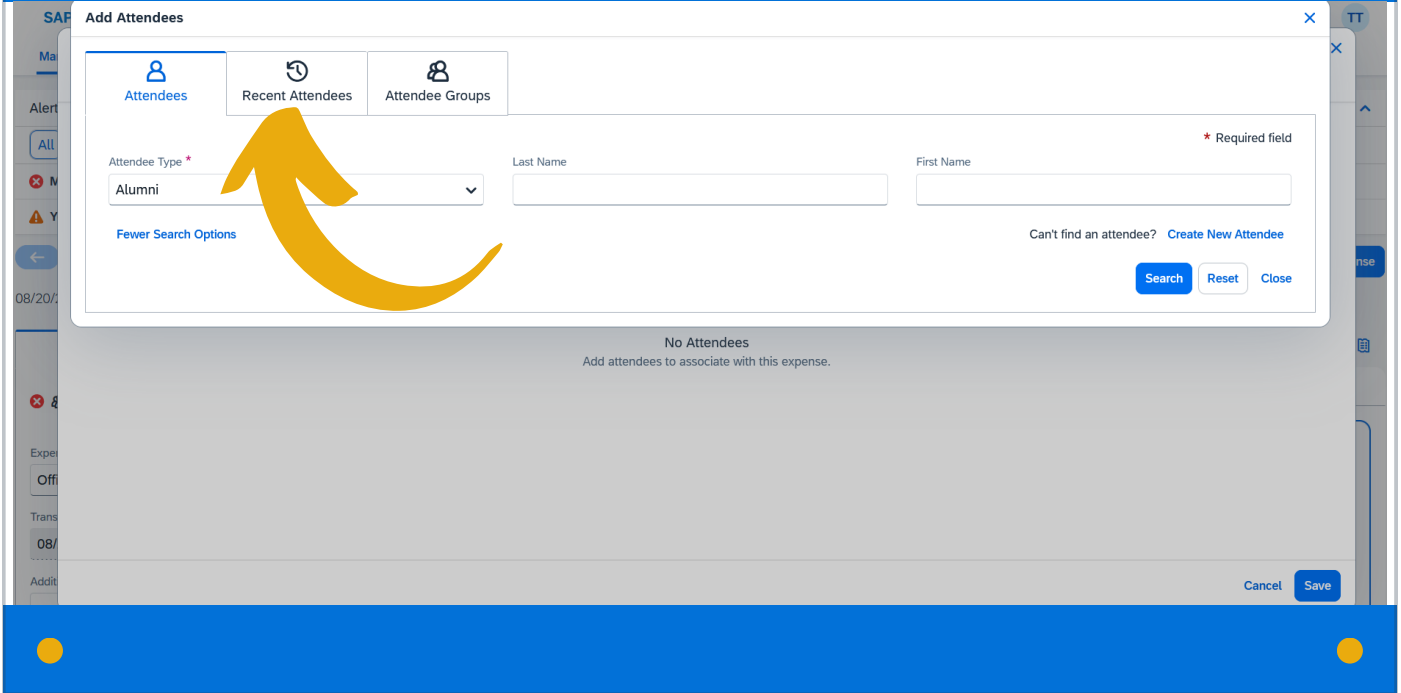
To create additional attendees, repeat the process.



The screenshot shows the SAP Concur Expense Attendees interface. A modal window is open for adding an attendee, with a yellow arrow pointing to the 'Go back' link at the top left of the screen. The modal contains a success message 'Attendee added: ...', a 'Go back' link, and form fields for 'Attendee Type' (set to 'Guest'), 'Last Name', and 'First Name'. A 'Create Attendee' button is at the bottom right of the modal. The background shows a list of attendees and a table with columns for 'Attendee Count' and 'Amount'.

Attendee Count	Amount
1	\$0.00
1	\$0.00

Once all attendees have been created, click the Go Back link at the top left of the screen.



Add Attendees

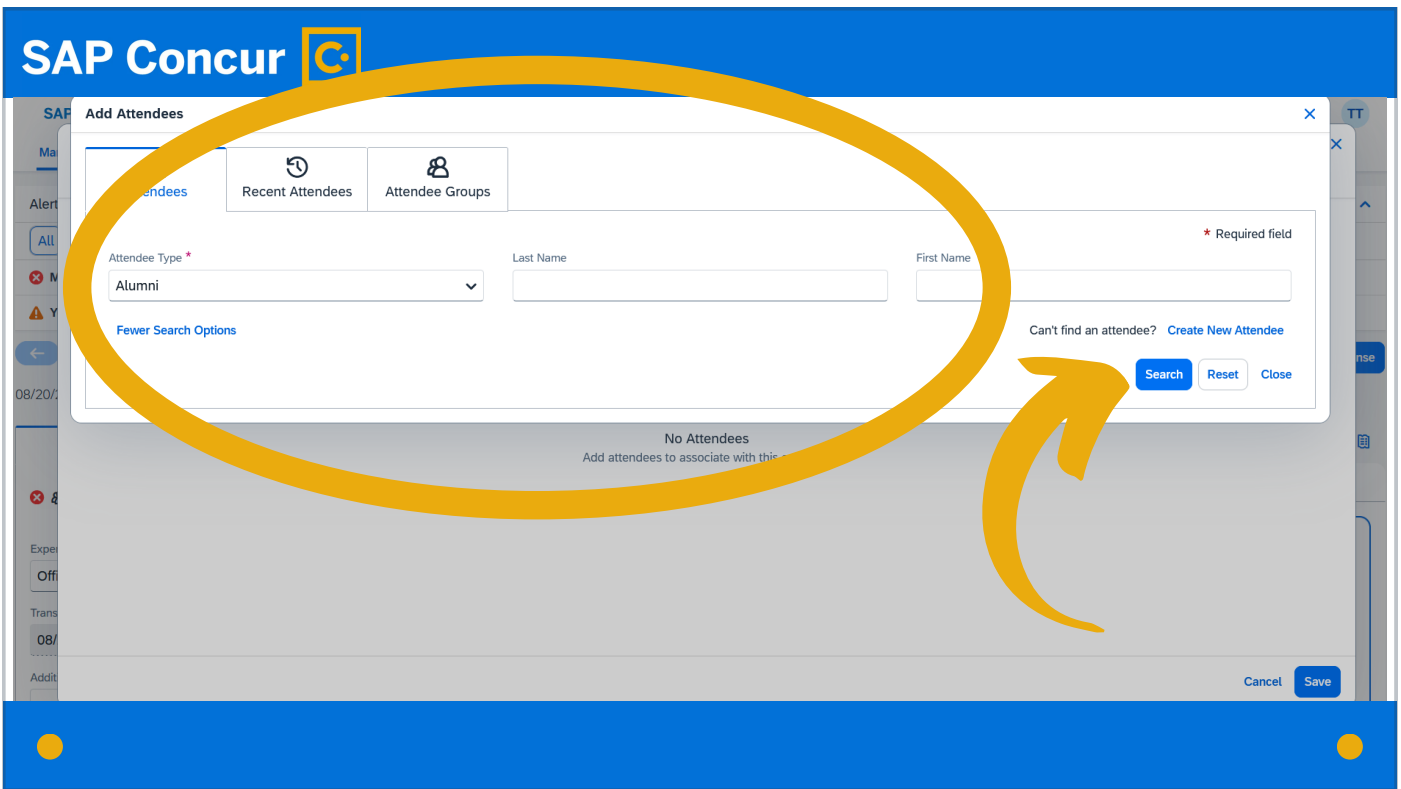
Attendees Recent Attendees Attendee Groups

Attendee Type * Last Name First Name * Required field

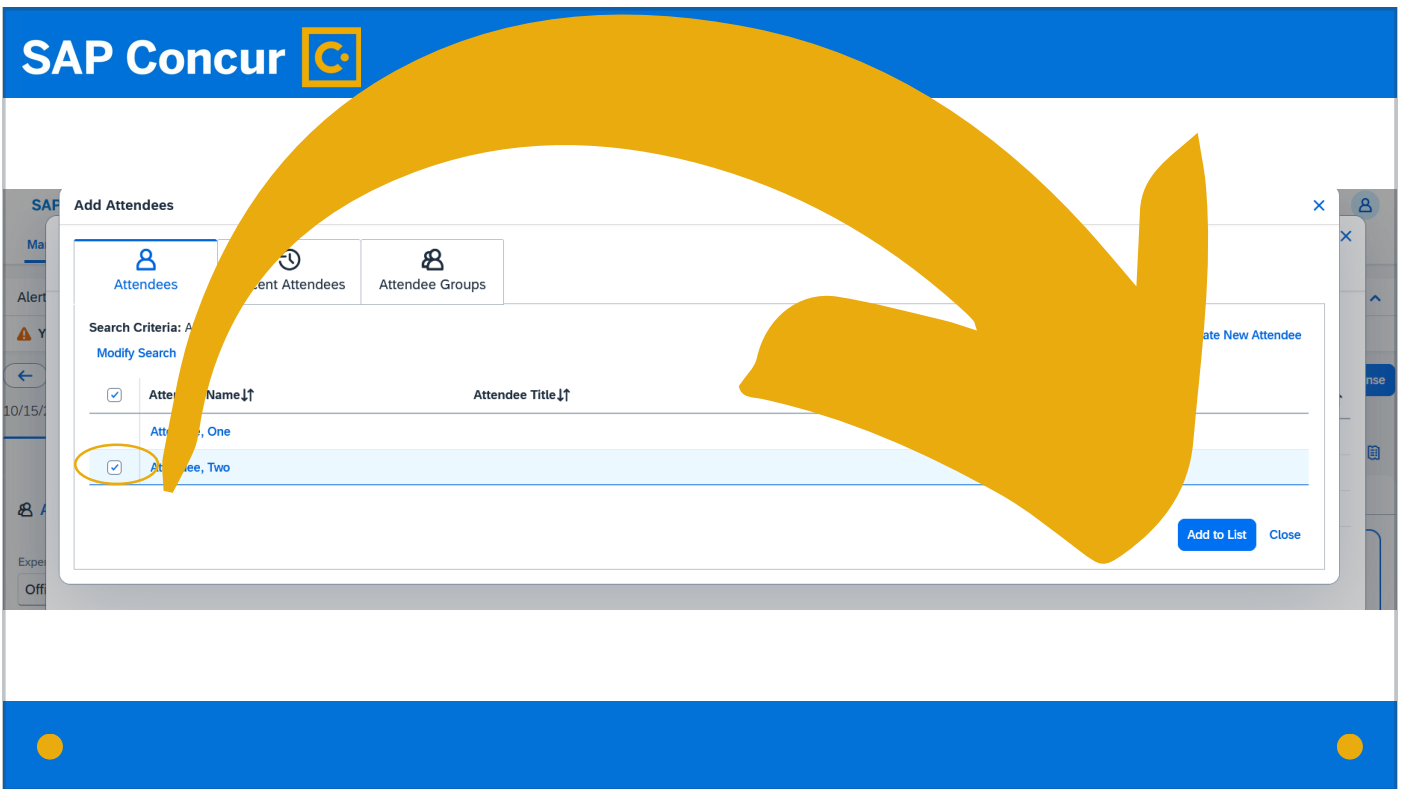
[Fewer Search Options](#) [Can't find an attendee? Create New Attendee](#)

No Attendees
Add attendees to associate with this expense.

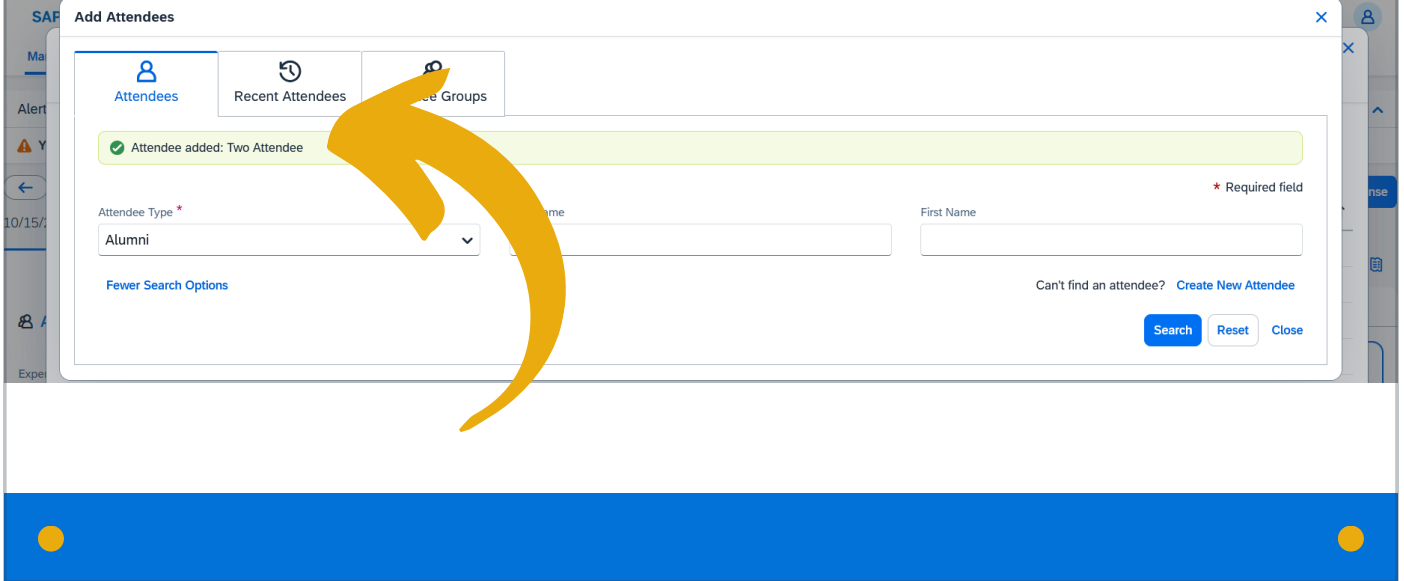
If the attendee you wish to add is an existing attendee—an attendee added before in a Concur report—you may be able to locate them via the Recent Attendee tab.



If not, fill in the Attendee Type field and enter the person's first and/or last name to search your attendee database.



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.



Attendee added: Two Attendee

Attendee Type *
Alumni

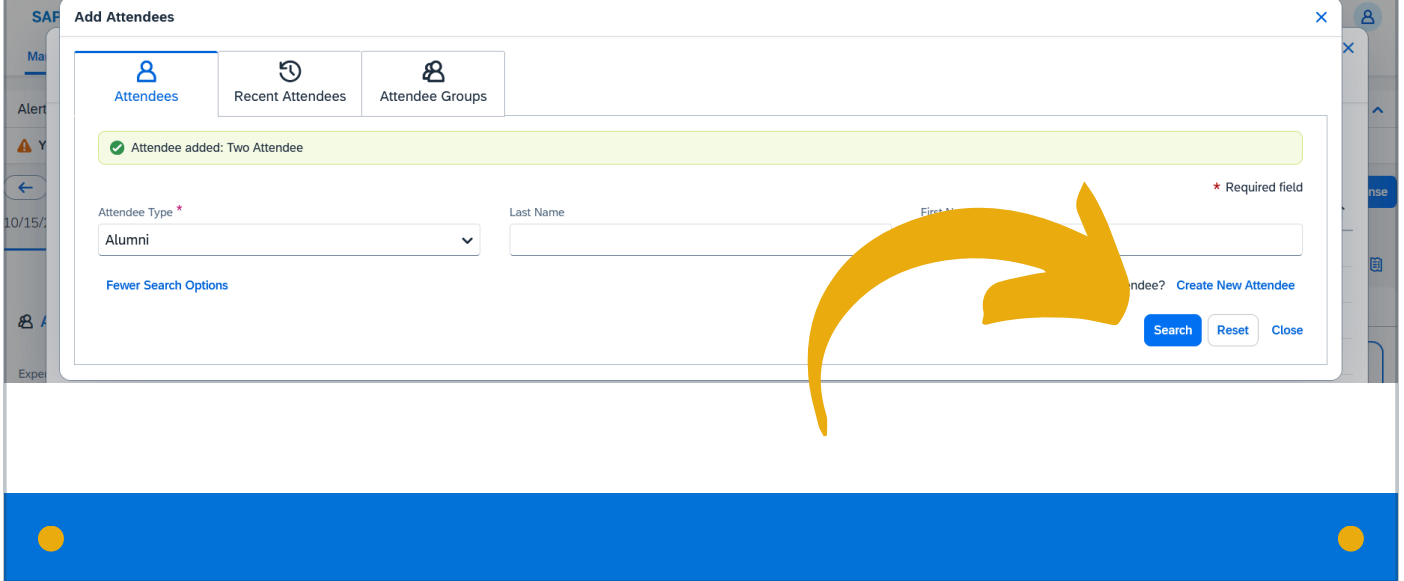
Last Name

First Name

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

Search Reset Close

You will see a notification that the attendee has been added to the list.



Add Attendees

Attendees | Recent Attendees | Attendee Groups

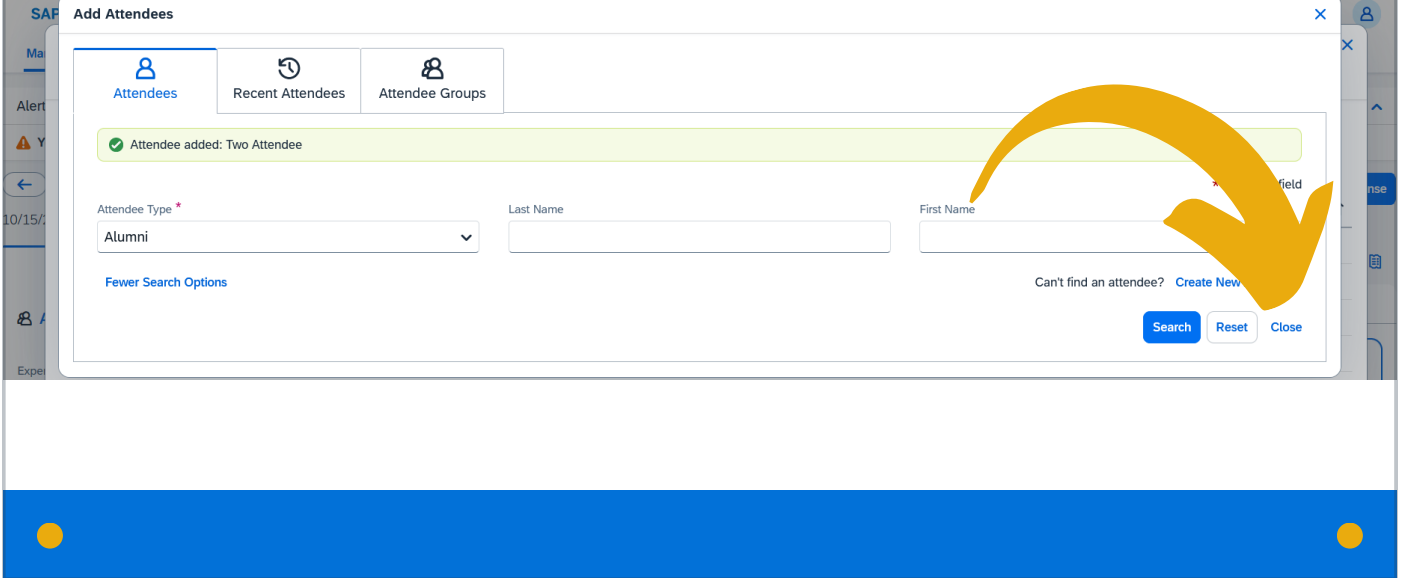
Attendee added: Two Attendee

Attendee Type * Alumni Last Name First Name * Required field

Fewer Search Options

Search Reset Close

To search for additional attendees, click the Search button



Add Attendees

Attendees Recent Attendees Attendee Groups

Attendee added: Two Attendee

Attendee Type *
Alumni

Last Name

First Name

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

Search Reset Close

Or, if you are finished searching, click Close.

SAP Concur Expense

Attendees

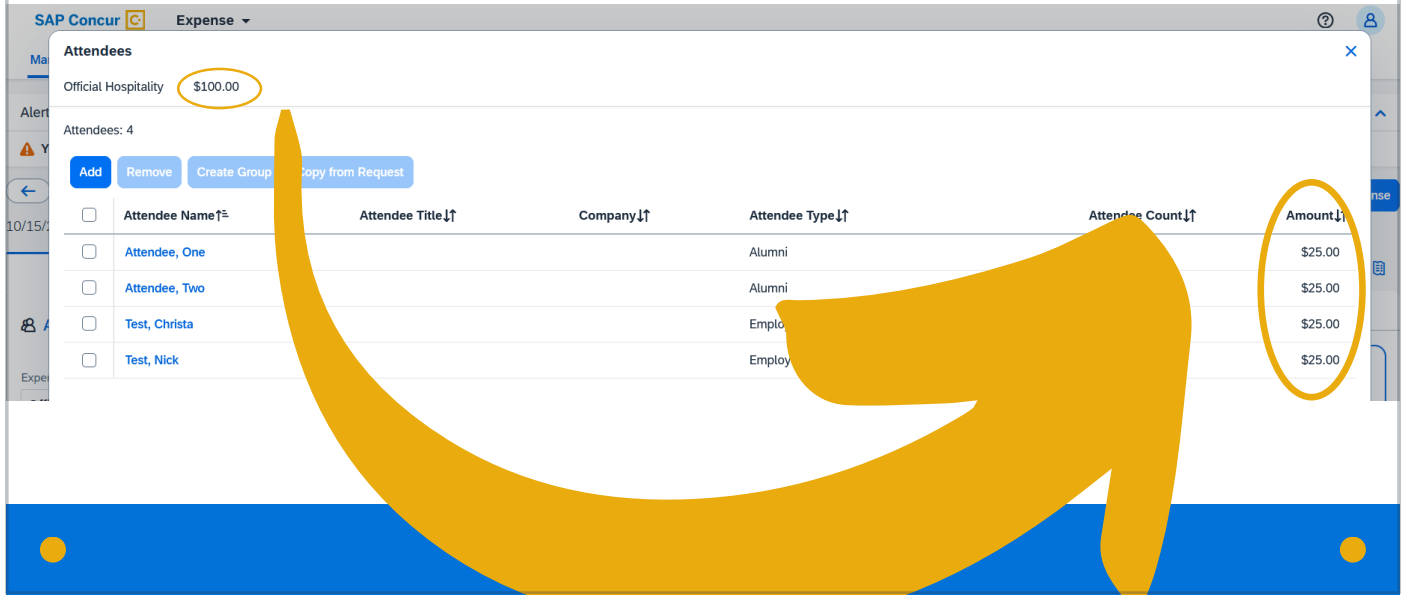
Official Hospitality | \$100.00

Attendees: 4

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

<input type="checkbox"/>	Attendee Name↑↕	Attendee Title↓↑	Company↓↑	Attendee Type↓↑	Attendee Count↓↑	Amount↓↑
<input type="checkbox"/>	Attendee, One			Alumni	1	\$25.00
<input type="checkbox"/>	Attendee, Two			Alumni	1	\$25.00
<input type="checkbox"/>	Test, Christa			Employee	1	\$25.00
<input type="checkbox"/>	Test, Nick			Employee	1	\$25.00

The screen returns to the list of attendees you have added.



The screenshot shows the SAP Concur Expense Attendees modal. At the top, the total amount for Official Hospitality is \$100.00. Below this, there are four attendees listed in a table. A large yellow arrow points from the total amount to the individual amounts for each attendee, illustrating how the total is divided among them.

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Attendee, One			Alumni	1	\$25.00
Attendee, Two			Alumni	1	\$25.00
Test, Christa			Employ	1	\$25.00
Test, Nick			Employ	1	\$25.00

If you have multiple attendees, you will see that the total amount of the official hospitality expense has been divided among all the attendees you have listed.

SAP Concur Expense

Attendees


Official Hospitality \$614.59

Attendees: 1

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

<input type="checkbox"/>	Attendee Name↑↔	Attendee Title↓↑	Company↓↑	Attendee Type↓↑	Attendee Count↓↑	Amount↓↑
<input type="checkbox"/>	Alumni, Amazing			Alumni	1	\$614.59


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



Click Save in the bottom right corner.

Alerts: 1

All  1

 You must attach a receipt image to this expense.


← → Official Hospitality \$614.59

Cancel Delete Expense Save Expense

08/20/2023 AERO COACH AVAIAION Corporate Card

Details Itemizations

Hide Receipt 

 Attendees (1)  Allocate

Expense Type * Required field

Official Hospitality

Transaction Date Report/Trip Purpose * Required field

08/20/2023 1) Conference Attendee

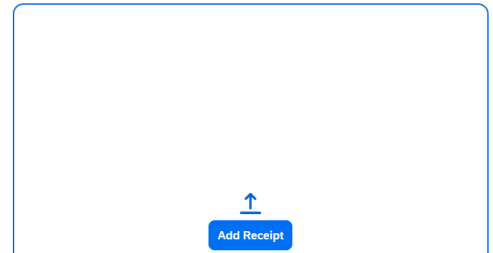
Additional Information Enter Vendor Name

AERO COACH AVAIAION

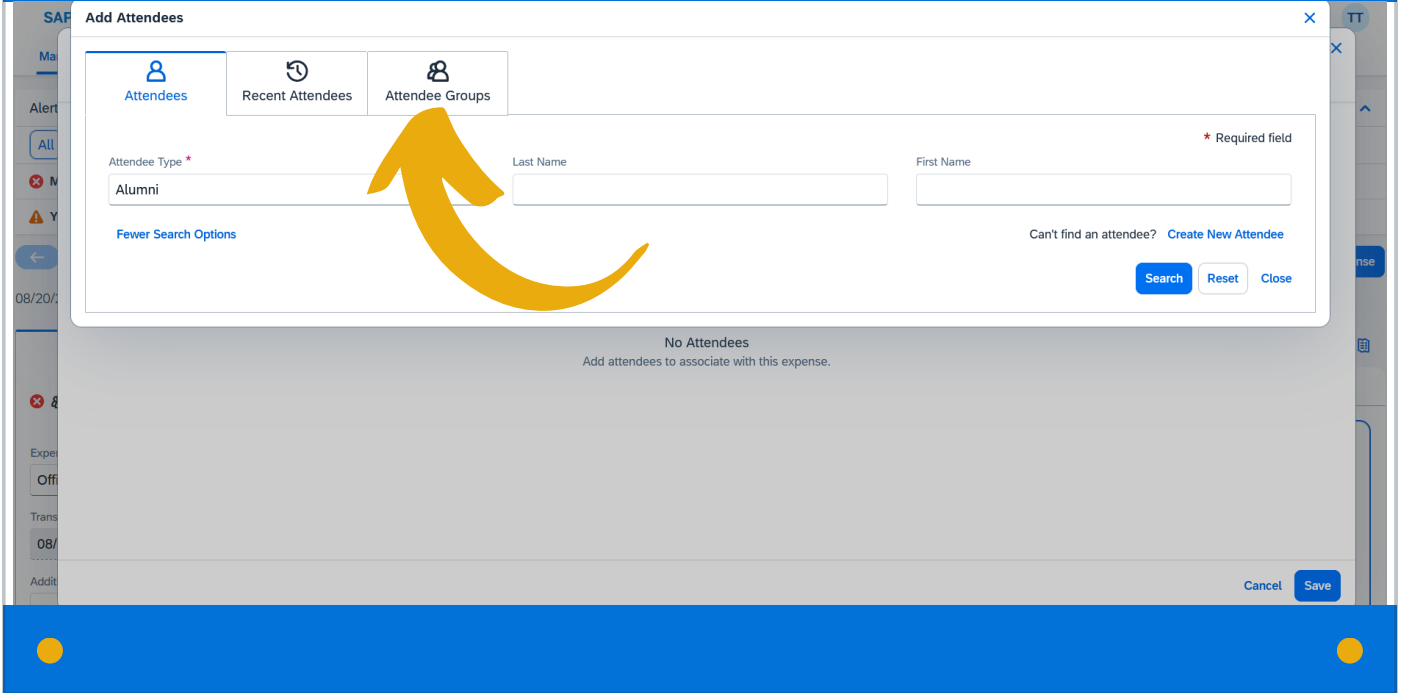
City of Purchase Payment Type

KSU Card Feed

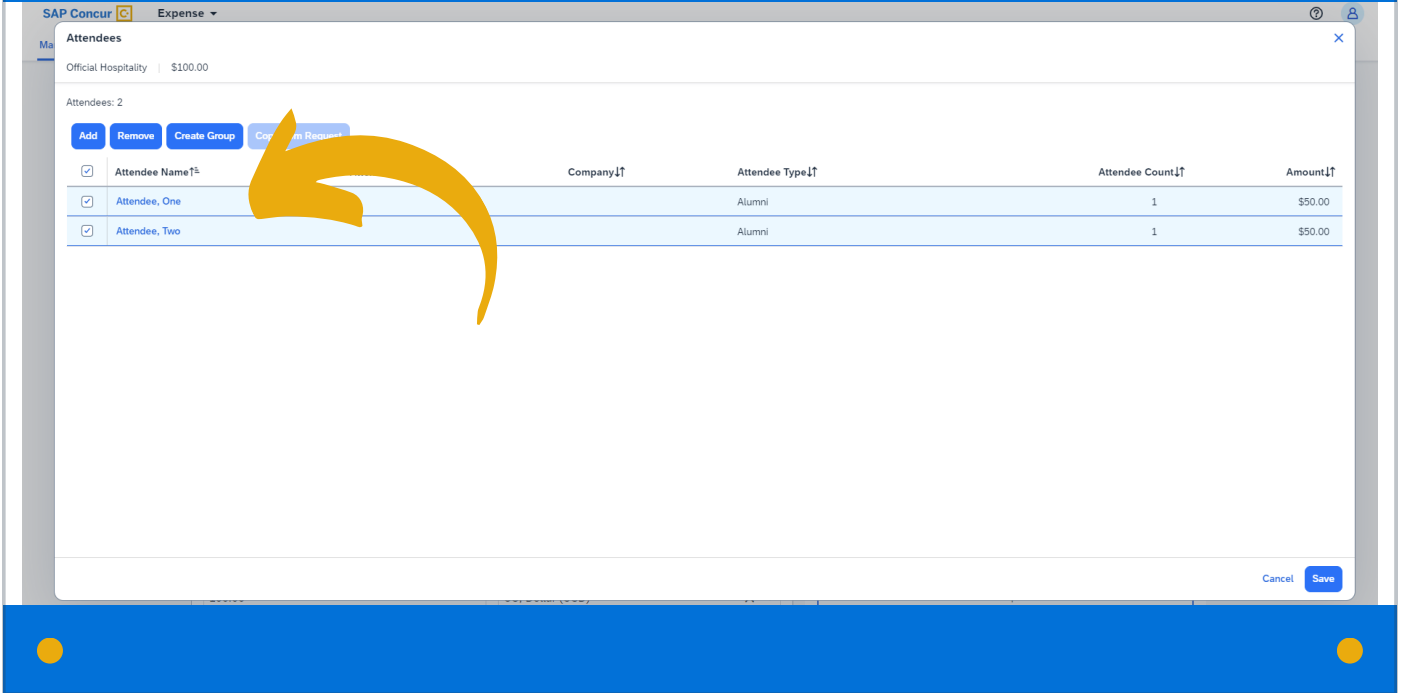
Receipt



The Attendees link will now show the number of attendees you have added to the report.



It is also possible to add attendees by attendee groups if there are groups of attendees you will use recurringly.



The screenshot shows the SAP Concur Expense Attendees page. At the top, there is a header with the SAP Concur logo and the word "Expense". Below the header, the page title is "Attendees" and the current expense is "Official Hospitality" with a total amount of "\$100.00". The page indicates "Attendees: 2". There are several action buttons: "Add", "Remove", "Create Group", and "Confirm Request". A large yellow arrow points from the "Create Group" button to the "Attendee Name" column of the table below. The table has the following columns: "Attendee Name", "Company", "Attendee Type", "Attendee Count", and "Amount". There are two rows of attendees listed.

<input checked="" type="checkbox"/>	Attendee Name↑	Company↑	Attendee Type↑	Attendee Count↑	Amount↑
<input checked="" type="checkbox"/>	Attendee, One		Alumni	1	\$50.00
<input checked="" type="checkbox"/>	Attendee, Two		Alumni	1	\$50.00

At the bottom right of the page, there are "Cancel" and "Save" buttons.

To create an attendee group, either search for or create each attendee who needs to be part of the group. All the attendees you search for or create will show on your attendee list.

SAP Concur Expense

Ma Attendees


Official Hospitality | \$100.00

Attendees: 2

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

<input type="checkbox"/>	Attendee Name↑	Attendee Title↑	Company↑	Attendee Type↑	Attendee Count↑	Amount↑
<input checked="" type="checkbox"/>	Attendee, One			Alumni	1	\$50.00
<input checked="" type="checkbox"/>	Attendee, Two			Alumni	1	\$50.00

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



Check the boxes at the left to select them.

SAP Concur Expense

Ma Attendees

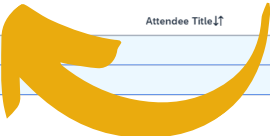
Official Hospitality | \$100.00

Attendees: 2

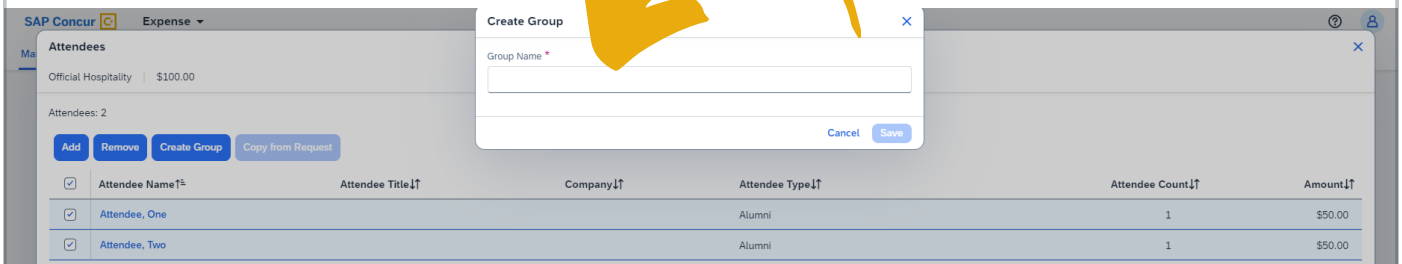
[Add](#) [Remove](#) [Create Group](#) [Copy from Request](#)

<input checked="" type="checkbox"/>	Attendee Name↑ ²	Attendee Title↑	Company↑	Attendee Type↑	Attendee Count↑	Amount↑
<input checked="" type="checkbox"/>	Attendee, One			Alumni	1	\$50.00
<input checked="" type="checkbox"/>	Attendee, Two			Alumni	1	\$50.00

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



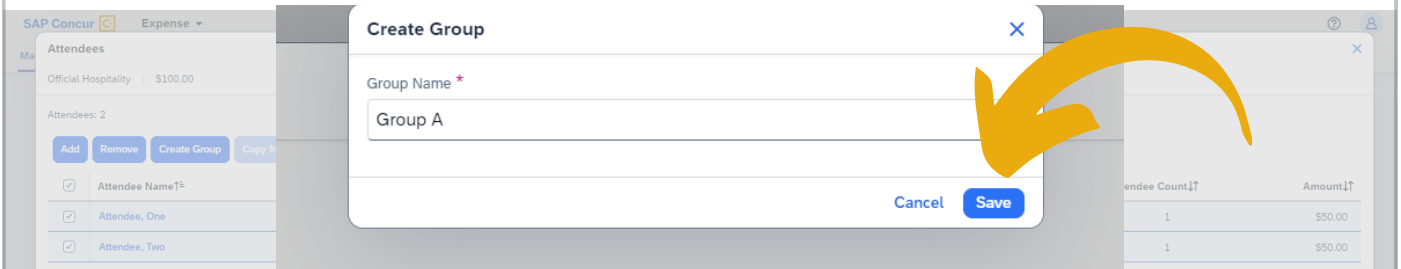
Then click Create Group.



The screenshot shows the SAP Concur Expense Attendees page. A modal dialog box titled "Create Group" is open, with a yellow arrow pointing to the "Group Name" input field. The dialog has "Cancel" and "Save" buttons. The background page shows a table of attendees with columns for Attendee Name, Attendee Title, Company, Attendee Type, Attendee Count, and Amount.

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Attendee, One			Alumni	1	\$50.00
Attendee, Two			Alumni	1	\$50.00

It will ask you to give the group a name.



Once you have done that, click Save.

SAP Concur Expense

Attendees


Official Hospitality | \$100.00

Attendees: 2

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

<input checked="" type="checkbox"/>	Attendee Name↑	Attendee Title↑	Company↑	Attendee Type↑	Attendee Count↑	Amount↑
<input checked="" type="checkbox"/>	Attendee, One			Alumni	1	\$50.00
<input checked="" type="checkbox"/>	Attendee, Two			Alumni	1	\$50.00

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



The screen returns to your attendee list. Click Save.

Alerts: 1

All  1



 You must attach a receipt image to this expense.


Official Hospitality \$100.00

Cancel [Delete Expense](#) [Save Expense](#)

10/15/2023

Details | Itemizations

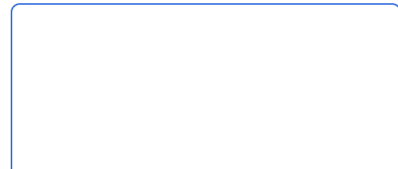
 Attendees (2) |  Allocate

Expense Type * 

Transaction Date Trip Purpose *

Additional Information Enter Vendor Name

Receipt



The attendees have been added to the report.

SAP C Add Attendees

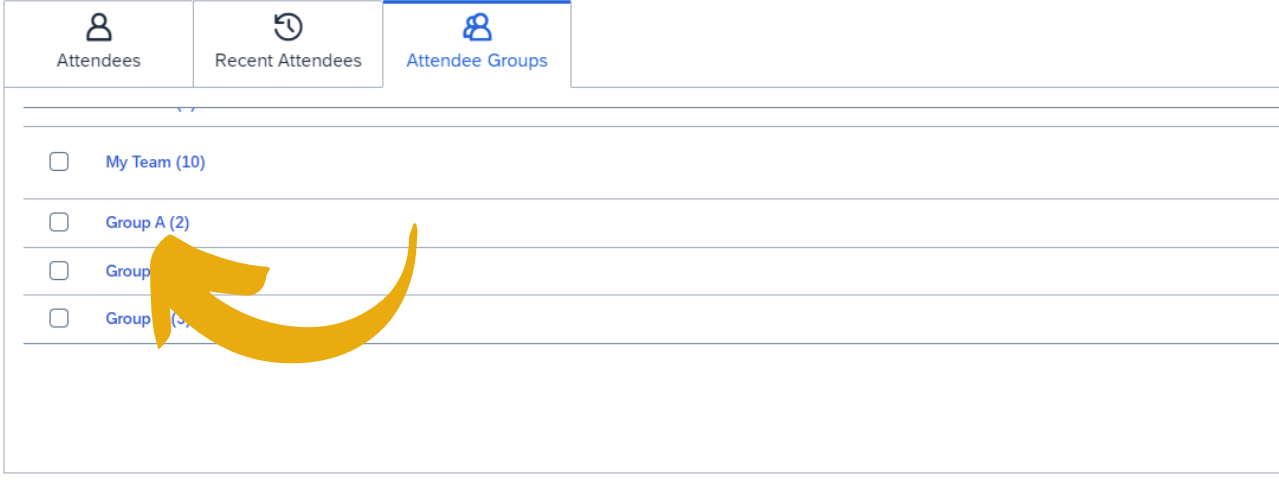
Ma At

Of

At

Attendees Recent Attendees Attendee Groups

- My Team (10)
- Group A (2)
- Group (3)
- Group (3)



And the group now exists in the Attendee Group list.