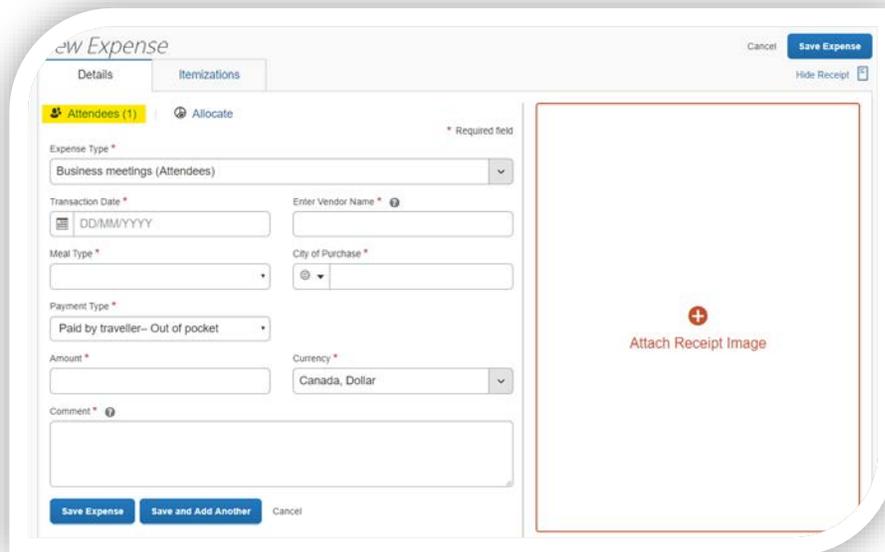Université d'Ottawa | University of Ottawa

ADDING ATTENDEES TO AN EXPENSE

**Concur expense management system**

For some expense types (e.g., Business meetings), you must provide the names of everyone who took part in the event.

ADDING ATTENDEES TO AN EXPENSE

1. As shown in the image below, when creating the expense, select **Attendees (1)**.
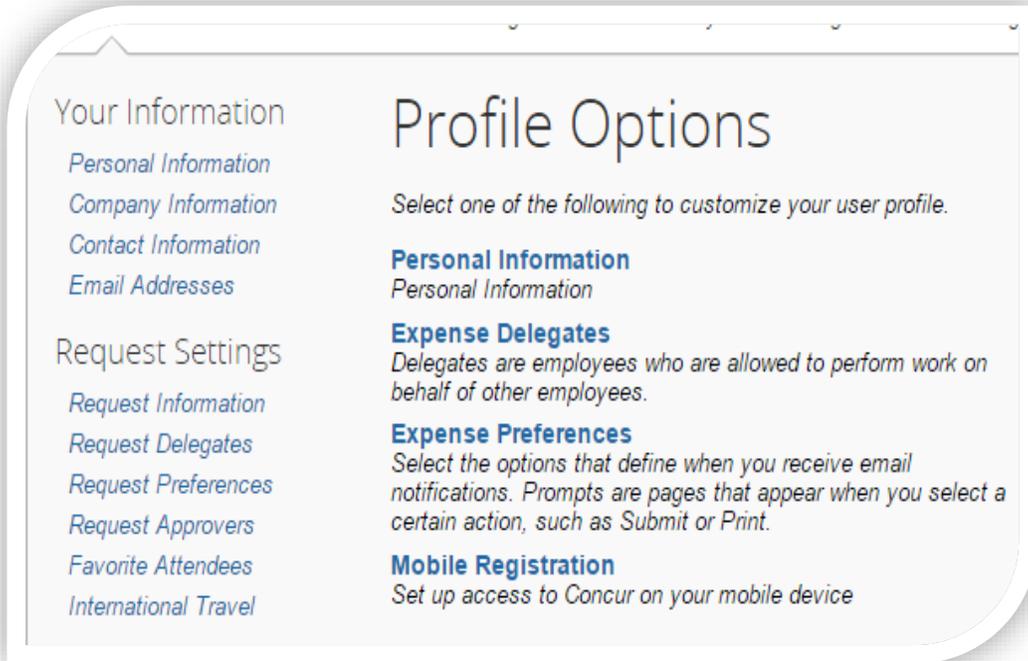

2. To add an attendee, select **Add**.
3. Under the **Attendees** tab, select **Guest**, start typing the name of the attendee in the box on the right and select the attendee's name in the list. If the attendee hasn't yet been created in your account, you must create it before being able to add it to an expense.
4. To create a new attendee, select **Create New Attendee**.
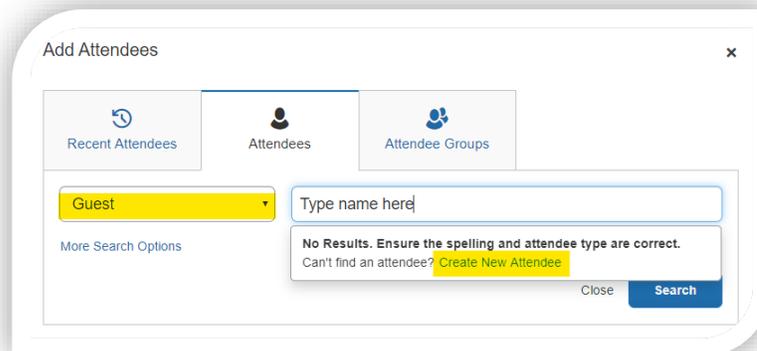
5. Enter all the information about this attendee and select **Create Attendee.** From now on, this attendee will be available in the list for your Concur account.
6. Repeat the same process to add all attendees to this expense.
7. Once all attendees have been added, select **Save**.

CREATING A LIST OF FAVOURITE ATTENDEES

In your profile settings, you can create a list of your favourite attendees, to easily add those who frequently attend your business meeting rather than having to enter their names one by one each time.

1. Under **Profile**, select **Profile Settings**.
2. Select **Favorite Attendees** from the menu on the left side of the screen.
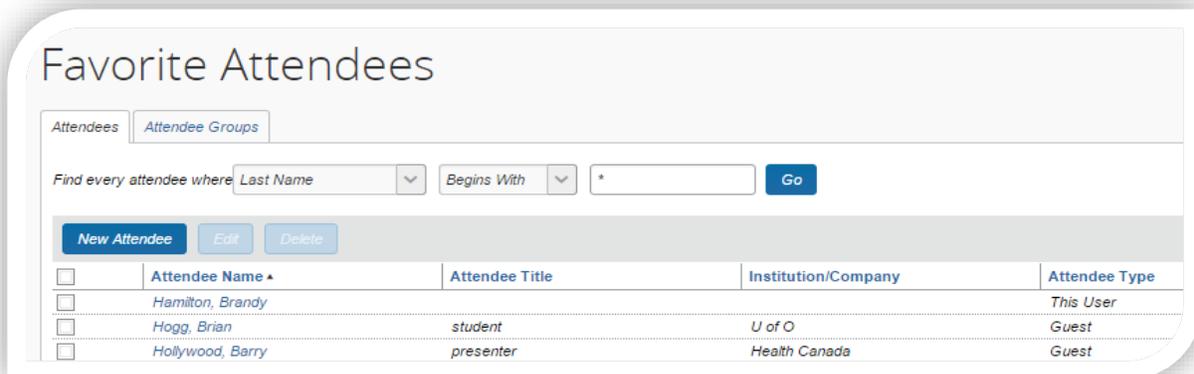
3. Select **New Attendee**.
4. Fill in the required boxes.
5. Select **Save** or **Save & Add Another** to add another attendee.
6. Repeat the process for all attendees.

Favorite Attendees

| Attendees | Attendee Groups |

ADD ATTENDEE

Attendee Type	Last Name	First Name	Attendee Title
Faculty/Staff			

Note: Under the **Attendee Groups** tab, you can group attendees, to be able to add a group of attendees together instead of one by one. This can be very convenient if you regularly attend meetings with the same group.