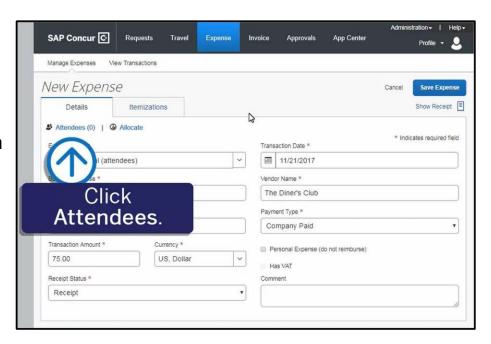# Adding Attendees to a Business Expense

Some expenses, such as business meal and entertainment expenses require you to add attendees to the expense. You will see the **Attendees** link for these types of expenses.
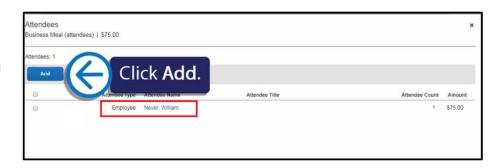
In this first example, you will see how to add a previously used attendee to a business expense.

1. To add a previously-used attendee to an expense, on the **Expense** page, on the **Details** tab, click **Attendees**.



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

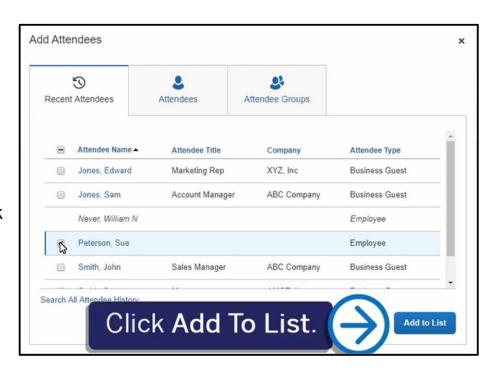2. To add additional attendees, click **Add**.

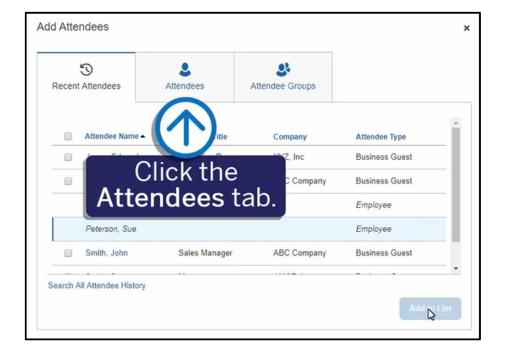If you have used an attendee before, they display on the **Recent Attendees** tab.

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

1. To enter a new attendee for an expense, click the **Attendees** tab.

2. In the **Add Attendees** window, click **Create New Attendee**.
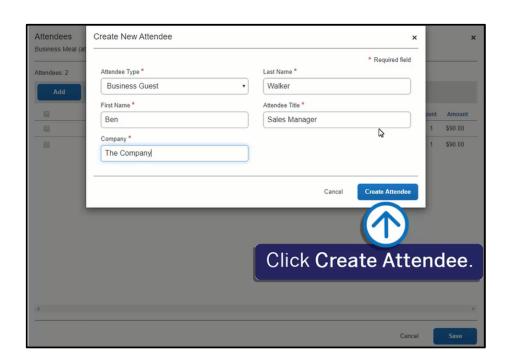


3. In the **Create New Attendee** window, enter the new attendee's information, and then click **Create Attendee**.

   **Note**: To avoid duplicate entries, it is a best practice to search for the attendee before entering them as a new attendee.

4. Click **Cancel** to close the window.

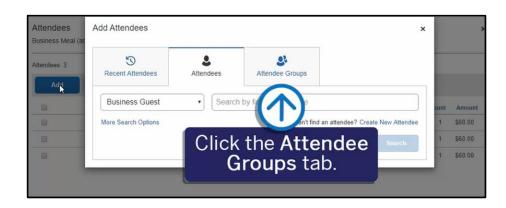Now you will see how to add an Attendee Group.

1. Click **Add**.
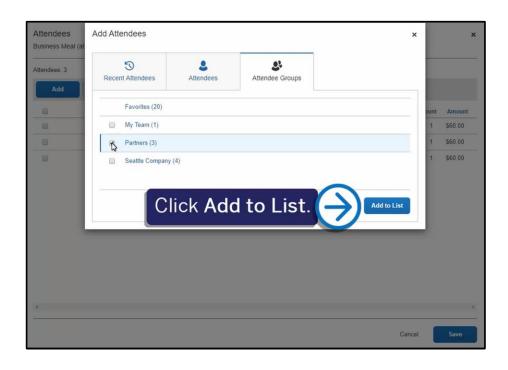




3

2.  Click the **Attendee Groups** tab.



The attendee groups you created in your Expense Profile settings are listed.
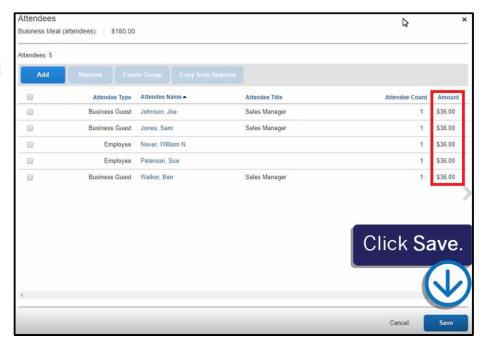
For more information about how to create Attendee Groups, view the *Creating an Attendee Group* video and tip sheet.

3.  Select the check box for the group that you want to add, and then click **Add to List**.



All your new attendees are listed for this meal and the expense amount is distributed among all attendees.

4.  Click **Save**.



Last updated: 4 April 2020