



## Attendees

**Purpose:** Adding an attendee(s) to expense types allows for transparency when booking on behalf of others (i.e., when a travel rep purchases a plane ticket for another employee). If there are more than five attendees (i.e., group travel), the user may attach a roster of travelers instead of using the attendee fields.

### Adding Attendees

1. Click **Advanced Search**.

The screenshot shows the 'New Expense' form. The 'Attendees' section at the bottom has a toolbar with buttons for 'New Attendee', 'Advanced Search', 'Favorites', and 'Search Recently Used'. A red arrow points to the 'Advanced Search' button. The form also displays 'Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$500.00'.

2. Complete the required information and click **Search**.

The 'Search Attendees' modal window is shown. It includes tabs for 'Search Attendees', 'Favorites', 'Recently Used', and 'Attendee Groups'. The 'Attendee Type' is set to 'Faculty/Staff'. The search results table shows one result: 'Bonesteel, Nicholas' with Employee ID '00000107' and Email Address 'bonestee@mag...'. The 'Search' button is highlighted.

3. Select the attendee's name and click **Add to Expense**. Repeat this step for each attendee.

The screenshot shows the 'New Expense' form after adding an attendee. The 'Attendees' table now contains one entry: 'Bonesteel, Nicholas' with Employee ID '00000107', Email Address 'bonestee@mag...', and Amount '\$500.00'. The 'Attendees: 1 | Attendee Total: \$500.00 | Remaining: \$0.00' status is updated.



## Other Features in Advanced Search

- **Favorites** allows you to create a list of frequent attendees, from which you can choose. Favorite Attendees are created under **Profile, Request/Expense Settings**.
- **Recently Used** allows you to search for past attendees. Search by Last Name, First Name.
- **Attendee Groups** allows you to create Group attendees. Attendee Groups are created under **Profile, Request/Expense Settings**.