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**.

![Advanced Search Image]

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

![Search Attendee Image]

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

![Add to Expense Image]
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**.