Adding Attendees to a Business Expense

SAP

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



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

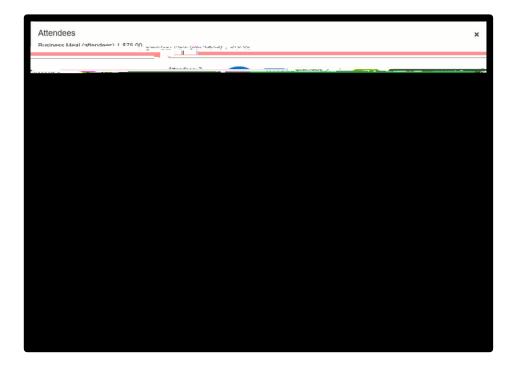
 To quickly add previouslyused attendees, select the checkbox(es) for each Attendee Name that you want to add, and then click Add To List.

The attendees are added to the expense.

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Attendoo Name	Affeedos Tifle	Company	Atlantion Type
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In the next example, you will see how to add a new attendee that you haven't used before to a business expense.

 To enter a new attendee for an expense, on the Attendees page, click Add.





2. In the Add Attendees window, click the New Attendee tab.



3. Click Create New Attendee.

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4. In the **Create New** Attendee window, enter the new attendee's information (required fields are indicated with a red asterisk), 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.

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

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