EXPENSE REPORT: HOSPITALITY- ADDING ATTENDEES TO BUSINESS MEALS

CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

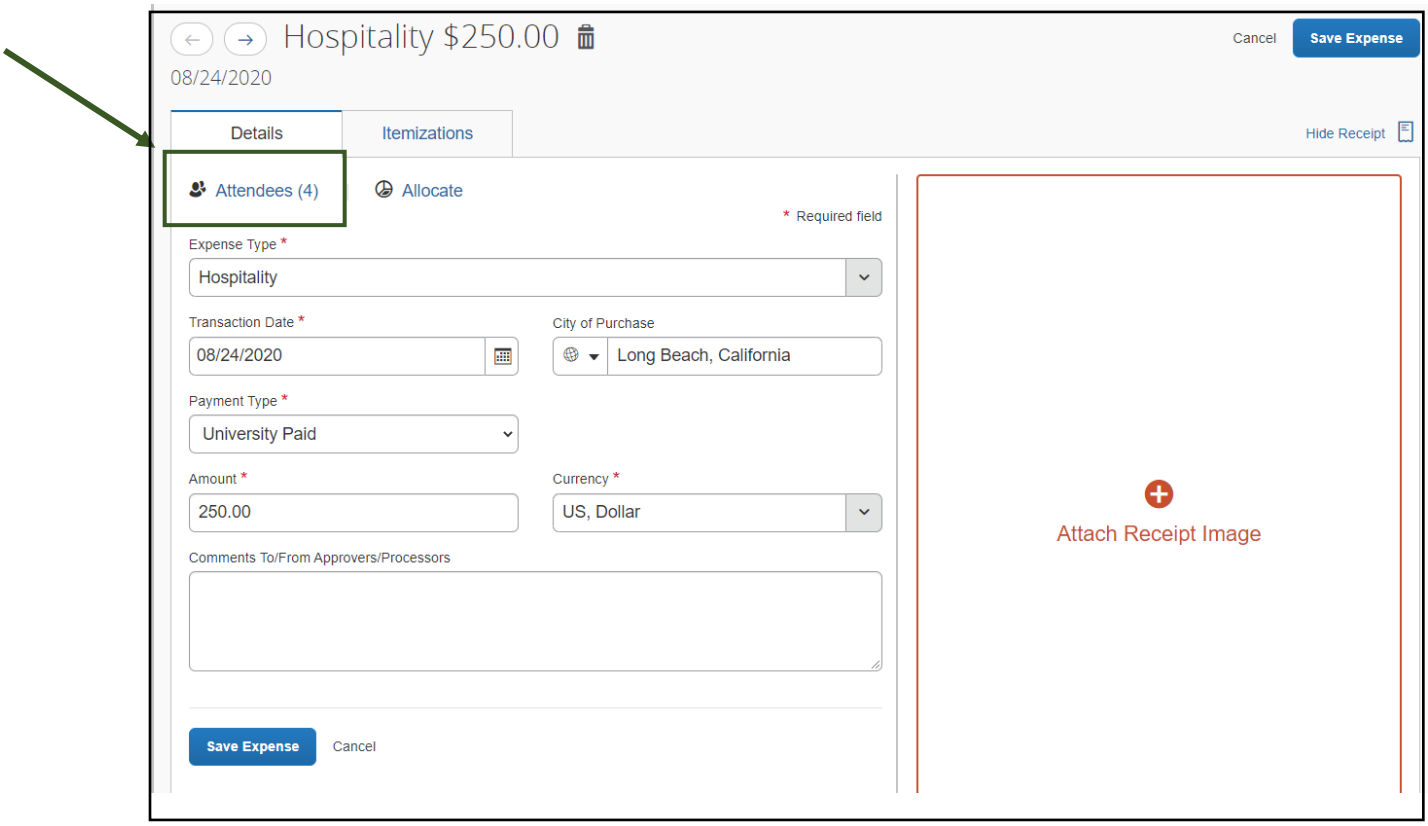
Adding Attendees to Business Meals

For business meals or entertainment expenses, you must identify all attendees associated with the expense. Users can add attendees and attendee groups to the system in the Expense Profile Settings (See **Favorite Attendees** section for instructions).

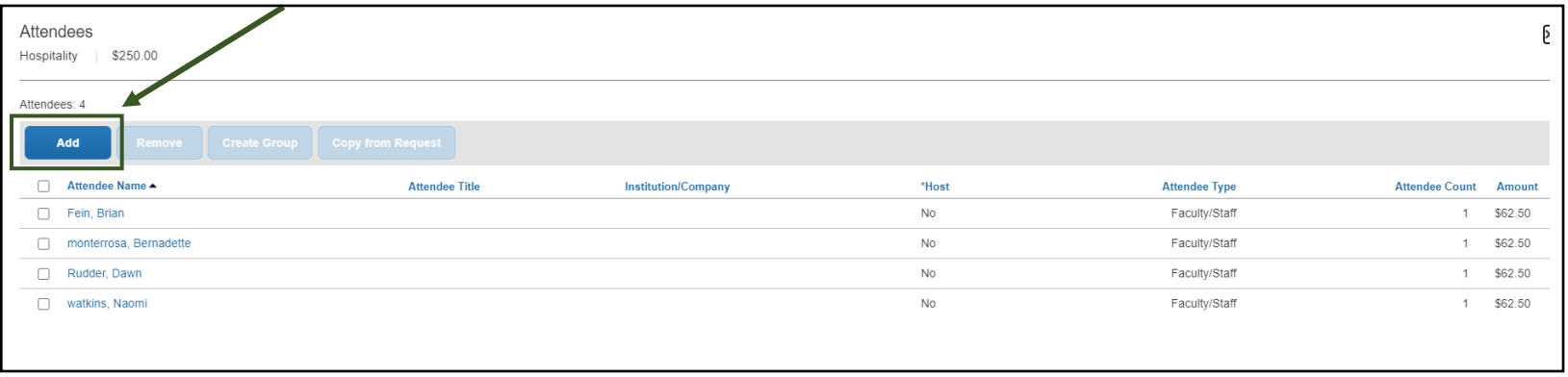
To add one or more individual attendees to an expense:

Select the Expense Type - Hospitality. Complete the necessary fields.

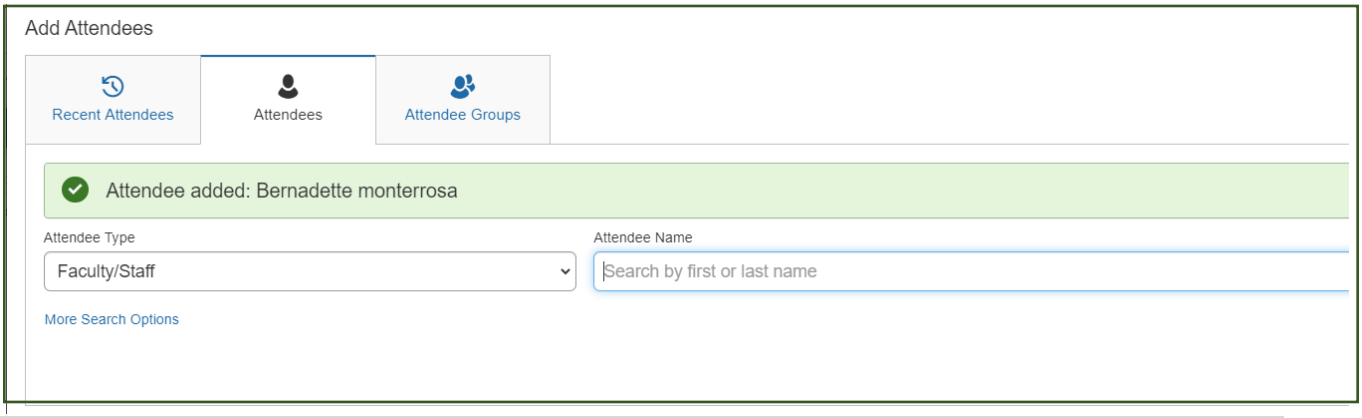
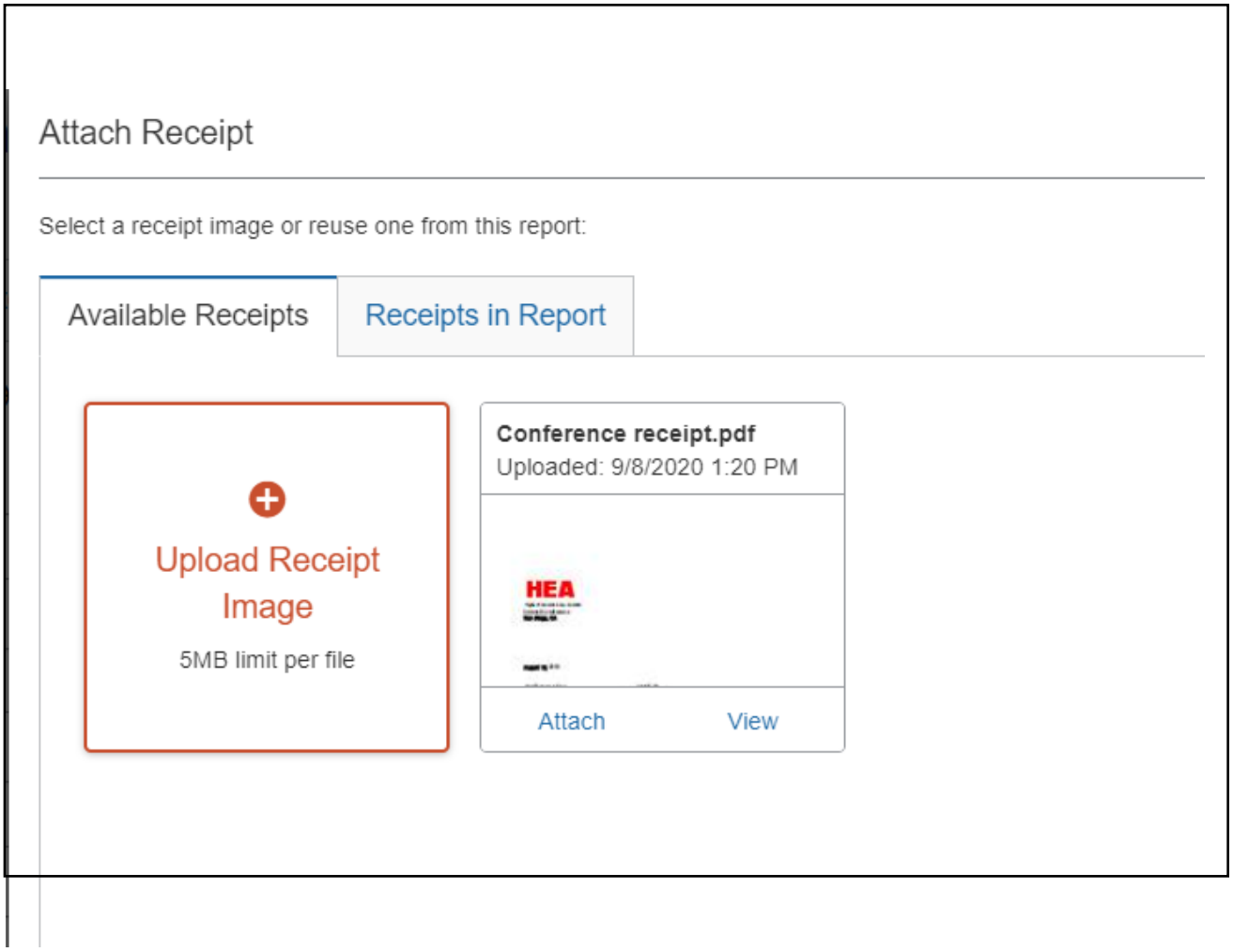
1. Click **Attendees,** then click **Add.**



2. For new attendees, select **Attendees.** Other options are **Recent Attendees** and **Attendee Groups**



3. Select Attendee Type, then search by first or last name.
4. If this is the first time this attendee has been used, you will need to **Create New Attendee.** This option pops up when it cannot find the attendee name
5. Click **Save & Add Another** or **Save** if done adding attendees.



6. Attach completed Concur Hospitality Form. Use **Attach Receipt Image** to append the form to the itemized receipt.
7. Attach **ITEMIZED receipt** for the Hospitality expense. The expense type will only be accepted by Payment Services with an itemized receipt attached.