

# 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

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

- To quickly add previously-used 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.

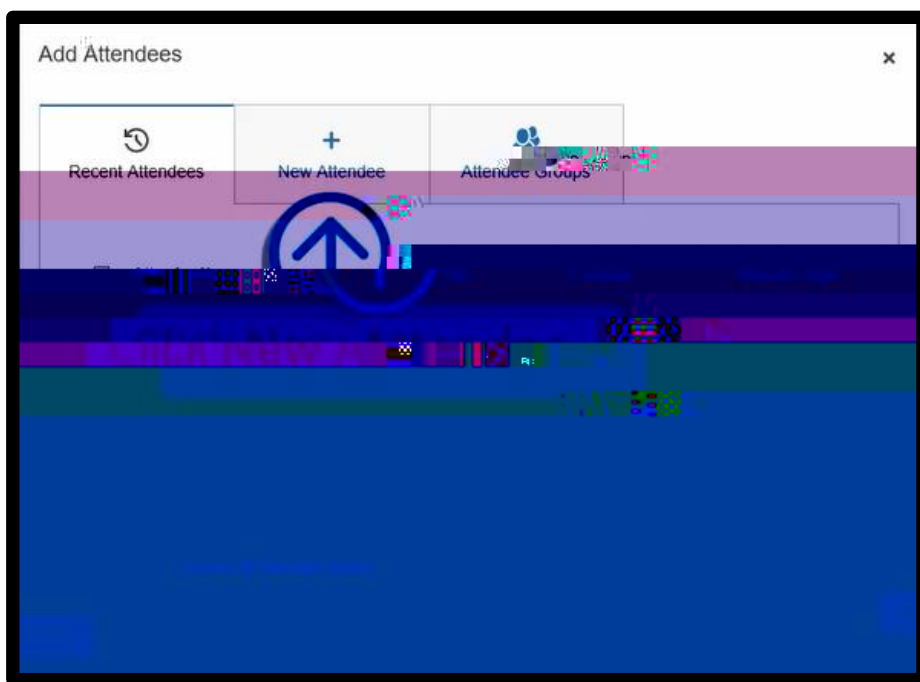


In the next example, you will see how to add a new attendee that you haven't used before to a business expense.

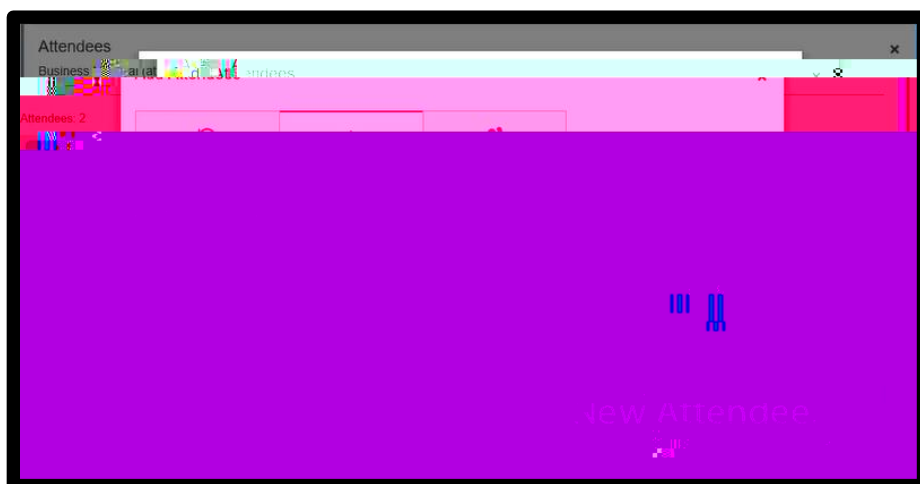
- To enter a new attendee for an expense, on the **Attendees** page, click **Add**.



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



3. Click **Create New Attendee**.



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.

