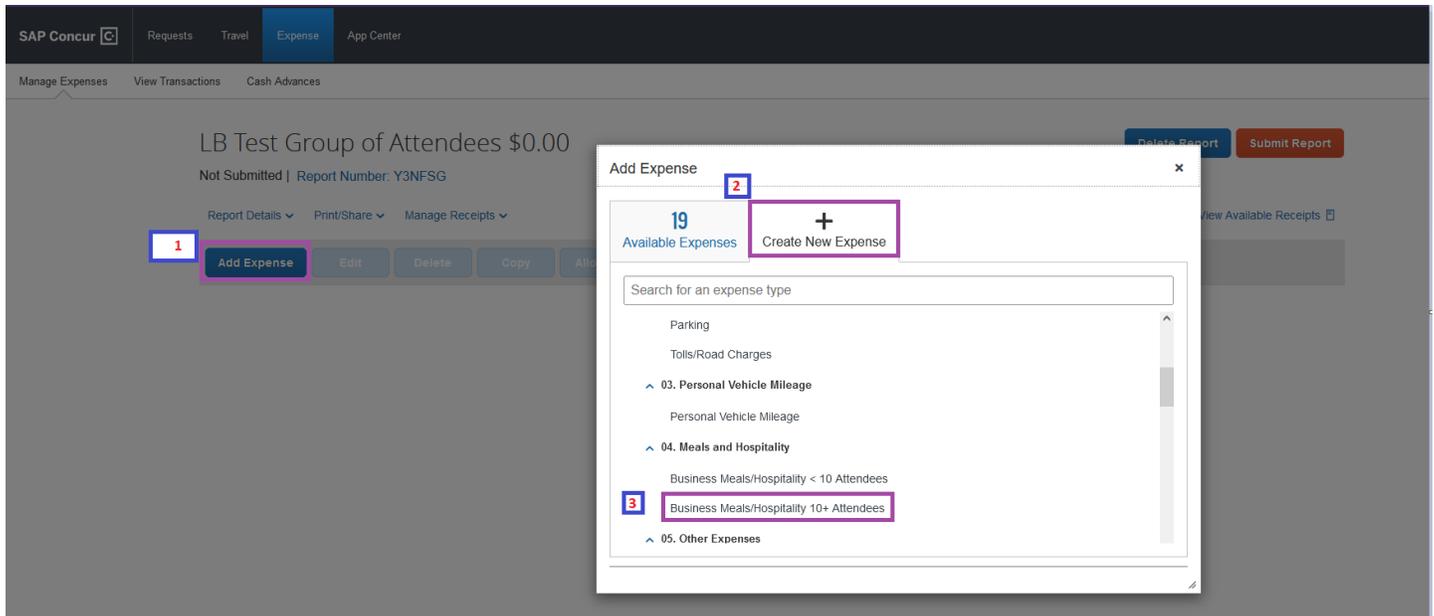# Creating a Group of Attendees to add to a Business Expense

1. **Select Add Expense**

2. **Click on Create New Expense tab**

3. **Select Business Meals/Hospitality 10+ Attendees (this selection allows users to create a group instead of adding individual attendees).**

4. **Fill out all Expense fields**

5. Click on Attendee link

6. Click on Add

7. Under Attendee Type dropdown, select "Group of Attendees"

8. This will allow you to search for an attendee group name to see if you have previously created one

9. You can also click on Attendee Groups tab to see available attendee groups previously created

10. If you have searched and are unable to locate a previously created "group of attendees," select the link shown on the screenshot below to "Create New Attendee"

11. Next you will see the Attendee Type and Group Name / Description from your search display. Click "Create New Attendee" once satisfied with attendee type and group name selection.

Create New Attendee

← Go back

* Required field

Attendee Type *
Group of Attendees ⌄

Group Name / Description *
Business Lunch & Learn

Cancel   **Create Attendee**

12. You can exit out of the box that pops up after you create your group.

Create New Attendee   ✕

← Go back

✓ Attendee added: Business Lunch & Learn

* Required field

Attendee Type *
Group of Attendees ⌄

Group Name / Description *

Cancel   **Create Attendee**

13. The next screen that displays will be your attendee listing. To add the number of attendees click on Attendee Count. Be sure to check the box that includes the user (in this scenario the submitter is the Test, Traveler) and check the box for the newly created group (in this scenario Business Lunch & Learn) of attendees as well then click Save.

Attendees: 11

Add	Remove	Create Group	Copy from Request

☑	Attendee Name ▲	Attendee Title ⇅	Institution/Company ⇅	Attendee Type ⇅	Attendee Count ⇅	Amount ⇅
☑	Buisness Lunch & Learn			Group of Attendees	10	$106.14
☑	TEST, Traveler			Employee	1	$10.61

14. Now you can see that the Attendee listing shows a number of 11

15. You can click on the Attendee link again if you want to verify all attendees have been added

Attendees: 11

| Add | Remove | Create Group | Copy from Request |

	Attendee Name ▲	Attendee Title ↕	Institution/Company ↕	Attendee Type ↕	Attendee Count ↕
☐	Buisness Lunch & Learn			Group of Attendees	10
☐	TEST, Traveler			Employee	1