

Add Attendees (Continued)

How to...

Click **Favorites**.

On the **Favorites** tab in the **Search Attendees** window, select the attendees for this expense, and then click **Add to Expense**.

To add a new attendee to the expense, click **New Attendee**, complete the required information, and then click **Save**.

To search for an attendee, click **Search**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**.

Click **Save**.

Additional Information

The **Search Attendees** window opens.

You can also locate an attendee that is already in your **Favorites** list by typing the first letter of the attendee name in the **Favorites** field, and then selecting the attendee name from the dropdown list.

The new attendee is added to the list. The expense amount is distributed among the attendees.

The "found" attendee is added to the list. The expense amount is distributed among the attendees.

The expense appears on the left side of the page.

Section 10: Use Special Features (Continued)

Itemize Expenses

You itemize expenses to account for expenses that include both business and personal items or to make sure that each of your expenses is billed to the correct department in your organization.

How to...

1. On the **Expense Report** page, click the expense you want to itemize.

Click **Itemize**.

On the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense.

Additional Information

The page refreshes, displaying the required and optional fields for the selected expense type.

The expense appears on the left side of the page. The **New Itemization** tab appears which displays the total amount, itemized amount, and remaining amount.

The page refreshes, displaying the required and optional fields for the selected expense type.

The screenshot displays the Concur Expense Report interface. At the top, there are navigation tabs: My Concur, Travel, Expense, and Profile. Below these are links for View Charges, View Reports, New Expense Report, View Receipt Store, and Approve Reports. The main header shows 'Sales Training' with 'Delete Report' and 'Submit Report' buttons. A toolbar includes 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' section features a table with columns for Date, Expense, Amount, and Requested. Two expenses are listed: a Hotel for \$745.00 and a Business Meal for \$150.00. A 'New Expense' form is open on the right, showing fields for Expense Type (Office Supplies), Transaction Date (04/18/2013), Business Purpose, Vendor Name, City (Minneapolis, Minnesota), Payment Type (Out of Pocket), Amount (50 USD), and a checkbox for Personal Expense. At the bottom, there are buttons for Save, Itemize, Allocate, Attach Receipt, and Cancel. A summary bar at the bottom left shows 'TOTAL AMOUNT \$895.00' and 'TOTAL REQUESTED \$895.00'.

Date	Expense	Amount	Requested
04/18/2013	Hotel Astron Hotels, Minneapolis, Minnesota	\$745.00	\$745.00
04/18/2013	Business Meal (attendees) Norton's, Minneapolis, Minnesota	\$150.00	\$150.00

TOTAL AMOUNT: \$895.00
TOTAL REQUESTED: \$895.00

2. Complete all required and optional fields as directed by your company.