Add Attendees (Continued)

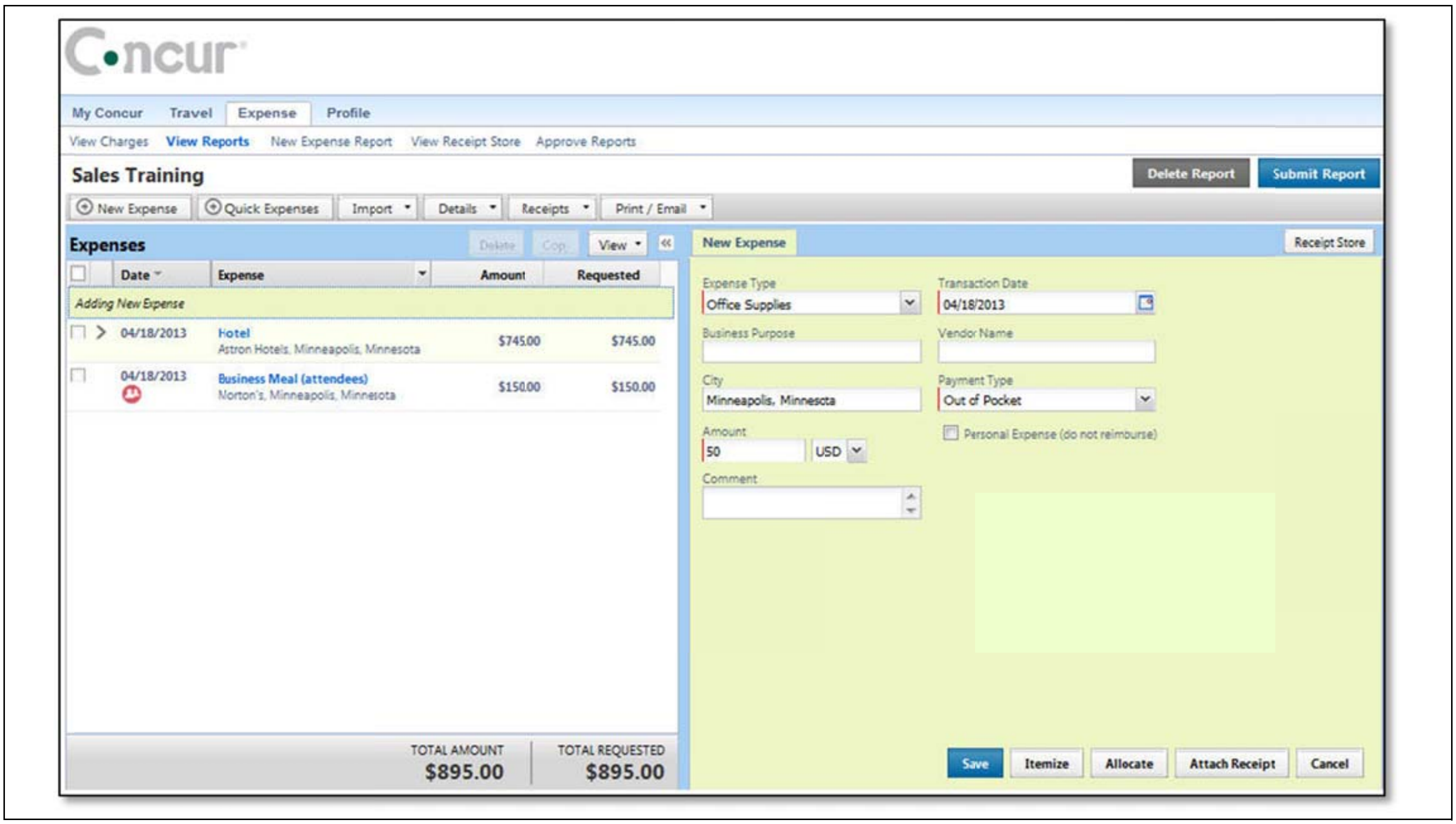
How to...	Additional Information
Click **Favorites**.	The **Search Attendees** window opens. You can also locate an attendee that is already in your **Favorites** list by typing the first letter of the attendee name in the **Favorites** field, and then selecting the attendee name from the dropdown list.
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**.	The new attendee is added to the list. The expense amount is distributed among the attendees.
To search for an attendee, click **Search**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**.	The “found” attendee is added to the list. The expense amount is distributed among the attendees.
Click **Save**.	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...	Additional Information
1. On the **Expense Report** page, click the expense you want to itemize.	The page refreshes, displaying the required and optional fields for the selected expense type.
Click **Itemize**.	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.
On the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense.	The page refreshes, displaying the required and optional fields for the selected expense type.



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