




Travel Management System (TMS)

JOB AID # 5.09

Date: 03/29/2012

Job Aid Description: Setting up Attendees

1. On the **Expense Report** page, Click **New Expense**.
2. Select either **Employee Group Meals** OR **Student Meals (with Attendee)**.
3. Complete the fields on the expense detail screen. Fields with RED sidebars are Required fields.
4. Scroll down to the **Attendees** Section.
5. To add a new attendee, click the  icon and select **New Attendee**. Complete the required fields, and then click **Save** or **Save & Add Another**. -OR-

Click **Favorites**, select the attendees for this expense, and then click **Add to Expense**. -OR-

Click the **Search** button. Enter your search criteria, select the attendee. Click **Add to Expense**.
6. Click **Save**.