

# CONCUR OPTIMIZATION

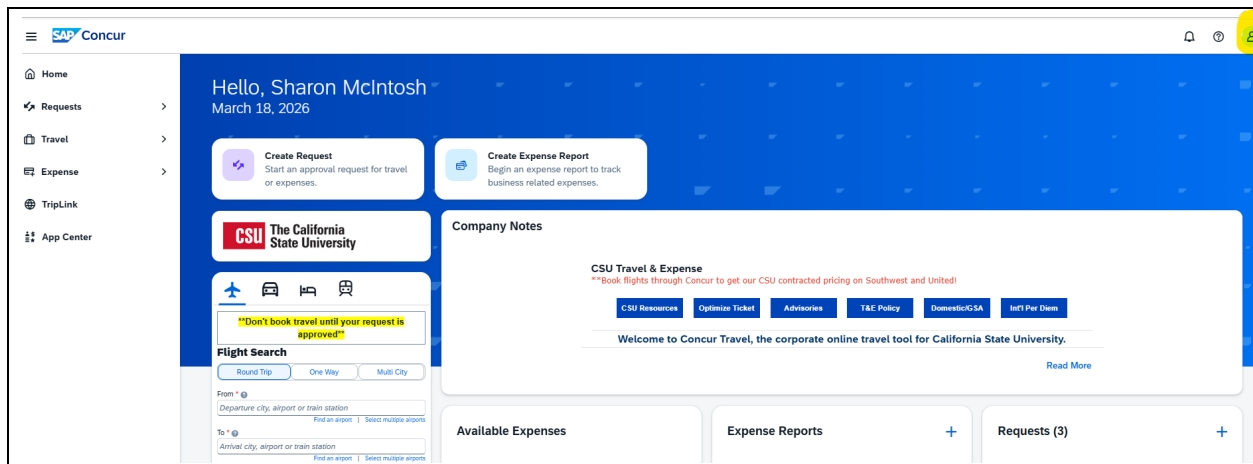
## CREATING AND MAINTAINING ATTENDEES

### Section I — Creating Favorite Attendees and Attendee Groups

#### Creating Favorite Attendees

Adding attendees in Concur by Creating a Favorite Attendee can be used when you need to add more than one or two attendees for an event:

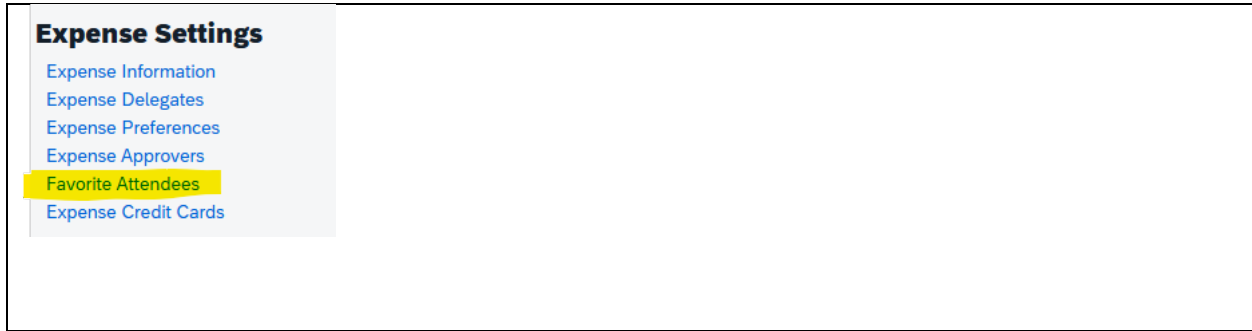
1. Sign into Concur.  
(<https://ds.calstate.edu/?svc=concur&org=csusm>)
2. Click on your **profile** icon.



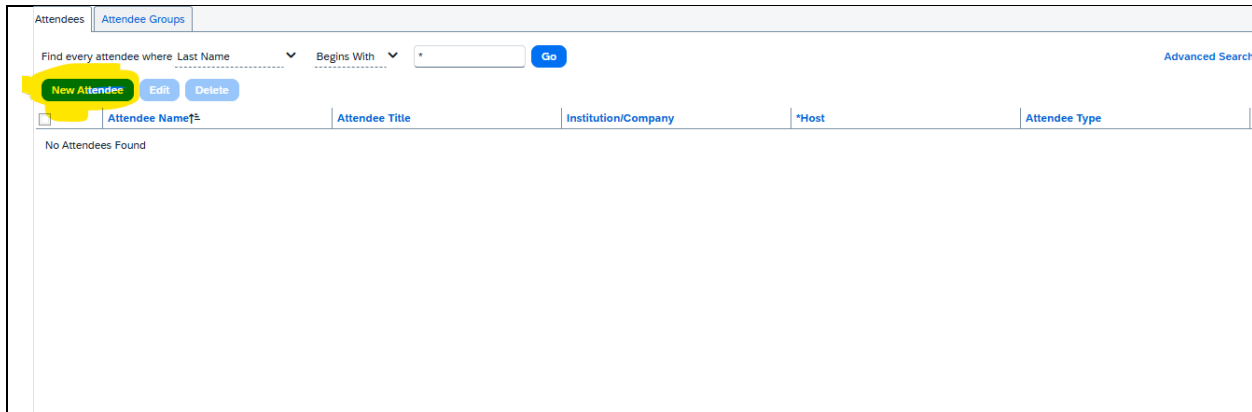
3. Go into **Settings**.



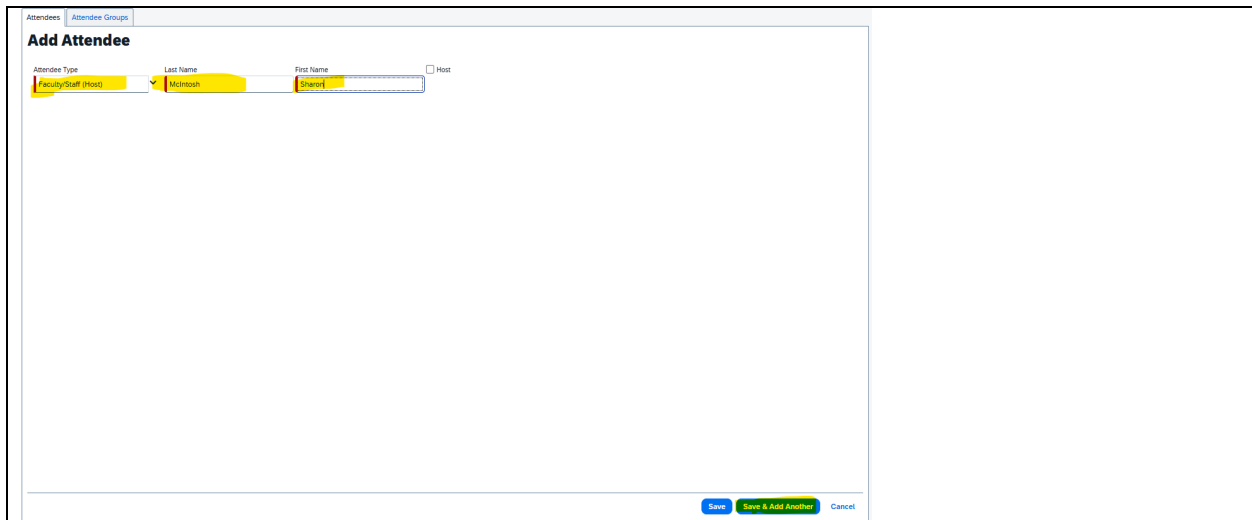
- Under Settings, scroll down to **Expense Settings**, then click **Favorite Attendees**.



- Click **New Attendee**:



- Add attendees by filling out all highlighted fields, then click **Save**. If you want to return to your previous entry, click **Cancel**.



7. Continue adding attendees until your list is complete. Click **Save**.

### Favorite Attendees

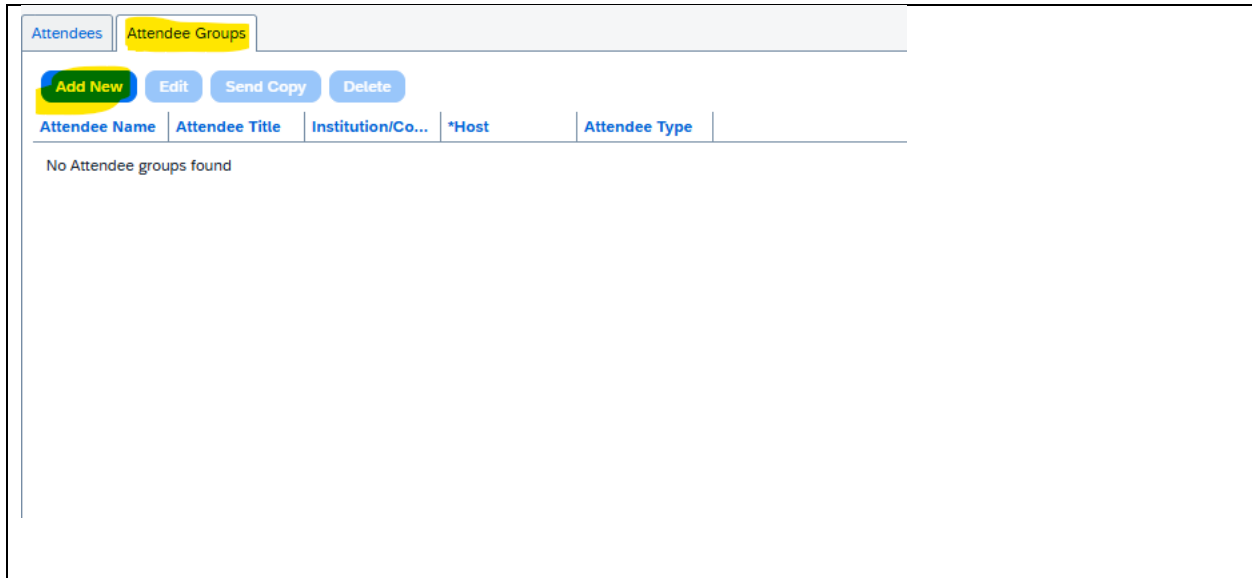
Attendees | Attendee Groups

Find every attendee where Last Name  Begins With   [Advanced Search](#)

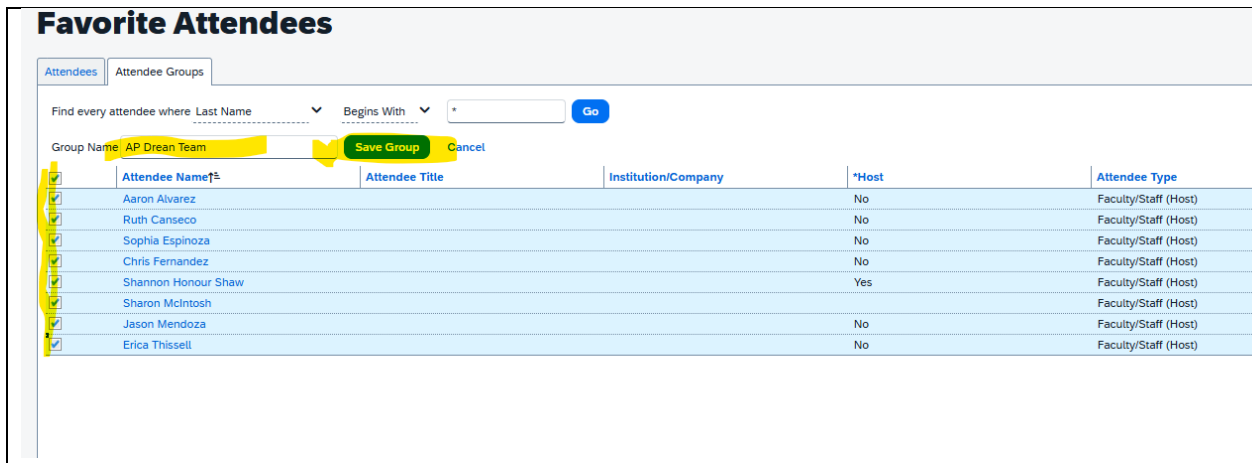
| <input type="checkbox"/> | Attendee Name       | Attendee Title | Institution/Company | *Host | Attendee Type        |
|--------------------------|---------------------|----------------|---------------------|-------|----------------------|
| <input type="checkbox"/> | Aaron Alvarez       |                |                     | No    | Faculty/Staff (Host) |
| <input type="checkbox"/> | Ruth Canseco        |                |                     | No    | Faculty/Staff (Host) |
| <input type="checkbox"/> | Sophia Espinoza     |                |                     | No    | Faculty/Staff (Host) |
| <input type="checkbox"/> | Chris Fernandez     |                |                     | No    | Faculty/Staff (Host) |
| <input type="checkbox"/> | Shannon Honour Shaw |                |                     | Yes   | Faculty/Staff (Host) |
| <input type="checkbox"/> | Sharon McIntosh     |                |                     | No    | Faculty/Staff (Host) |
| <input type="checkbox"/> | Jason Mendoza       |                |                     | No    | Faculty/Staff (Host) |
| <input type="checkbox"/> | Erica Thisell       |                |                     | No    | Faculty/Staff (Host) |

## Attendee Groups

1. To **Create** a group of attendees, click **Attendee Groups** and **Add New**.



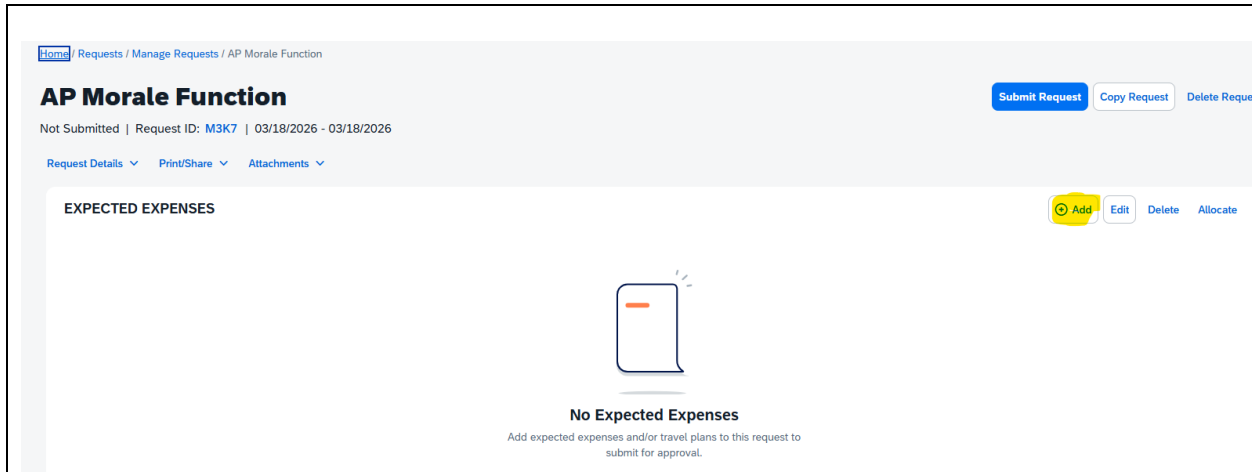
2. A list of attendees will populate from your **Favorite Attendees**, and you will be able to create a group.



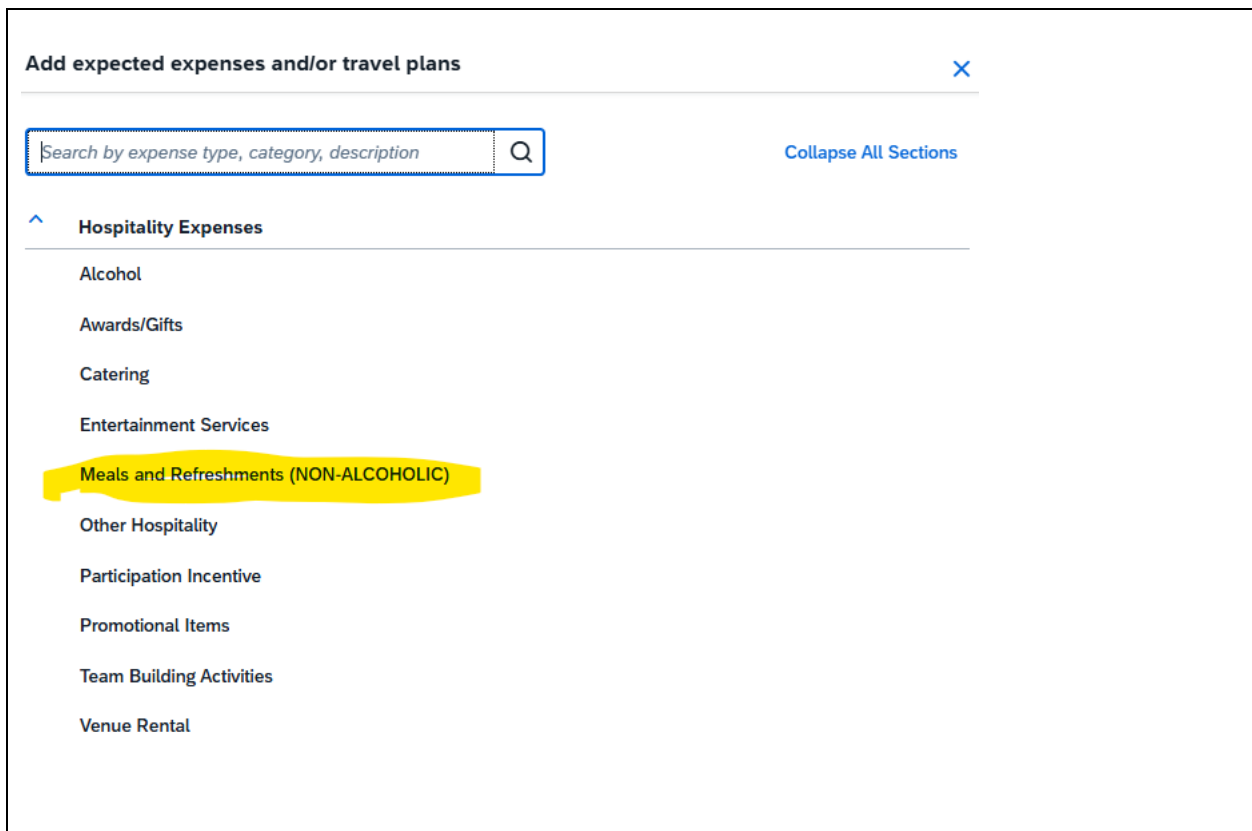
3. Check the attendees you want to include in your group.
4. Enter a name for the group and click **Save**.
5. The group will be saved and is now part of your **Favorite Attendees Masterfile** and will be available for selection when adding attendees to an expense.

## Section II — Creating Attendees While in an Expense

1. Add an expense for your event.



2. Select a **Hospitality Expense** from the drop-down menu.



3. Complete highlighted fields, then click on **Attendees**. (Areas with a red asterisk are required.)

**New Expense: Meals and Refreshments (NON-ALCOHOLIC)** Save Cancel

**Quick Tips** [Show Less](#)  
CSU Hospitality Services per person spend for the following meal types:  
- Breakfast \$40  
- Lunch \$60  
- Dinner \$90  
- Light Refreshments \$10

**Attendees (0)** Allocate

Required field \*

Transaction Date \*  
03/18/2026

Event Type \* Meal Type \* Vendor Name \*  
Morale/Team Function Lunch Test vendor

Estimated Amount \* Currency \*  
300.00 US, Dollar (USD)


Comments 29/2000  
Lunch for AP morale function

Save Cancel

4. Click **Add**.

**Attendees**  
Meals and Refreshments (NON-ALCOHOLIC) | \$300.00

**Attendees (0)** Add Remove Create Group

  
**No Attendees**  
Add attendees to associate with this expense.

Save Cancel

5. Enter **Attendee Type**, **Last Name**, and **First Name**, then click **Create New Attendee**.

The screenshot shows the 'Add Attendees' interface. At the top, there are navigation links: 'Attendees', 'Recent Attendees', 'Attendee Groups', and 'Import Attendees'. Below this is the 'Search Criteria' section, which includes a dropdown menu for 'Attendee Type' (set to 'Alumni'), a text input field for 'Last Name', and another text input field for 'First Name'. To the right of these fields are 'Reset' and 'Search' buttons. Below the search criteria is a 'Create New Attendee' button. The main area below is titled 'Attendees' and contains the text 'Added attendees will be listed here'. At the bottom, there is a 'Search Results' section with 'Add' and 'Remove' buttons. A magnifying glass icon is centered in the lower half of the page with the text 'Search for attendees' and 'Start by providing your search criteria'.

6. Review the information that has been entered and click **Create Attendee**.

The screenshot shows the 'Create New Attendee' form. It has a back arrow and the title 'Create New Attendee'. There are three input fields: 'Attendee Type' with a dropdown menu showing 'Alumni', 'Last Name' with the text 'Smith', and 'First Name' with the text 'Doug'. At the bottom right, there are two buttons: 'Create Attendee' and 'Cancel'.

- The New Attendee has been added and you have the option of adding another New Attendee or click **Cancel** and add the attendee you just created.

**Attendees (1)**

| Attendee Name | Amount   |
|---------------|----------|
| Doug Smith    | \$300.00 |

**Create New Attendee**

Attendee added: Doug Smith

Attendee Type \*  
Alumni

Last Name \*  
[Input Field]

First Name \*  
[Input Field]

Create Attendee Cancel

- To add the new attendee you just created, check the Attendee Name and click **Save**. Once the attendee has been saved, the error message will clear.

**Attendees**

Meals and Refreshments (NON-ALCOHOLIC) | \$300.00

Alerts: 1  
Error: Missing required fields: Attendees

| Attendee Name | Attendee Title | Institution/Company | *Host | Attendee Type | Amount   |
|---------------|----------------|---------------------|-------|---------------|----------|
| Doug Smith    |                |                     |       | Alumni        | \$300.00 |

Save Cancel

**Meals and Refreshments (NON-ALCOHOLIC) \$300.00**

03/13/2026

Quick Tips Show Less  
CSU Hospitality Policy [add link] limits per person spend for the following meal types:  
- Breakfast \$40/pp  
- Lunch \$60/pp  
- Dinner \$90/pp  
- Light Refreshments \$40/pp

Attendees (1) Allocate

Required field \*  
Transaction Date \*  
03/13/2026

Event Type \*  
Other

Meal Type \*  
Lunch

Vendor Name \*  
Test vendor

Estimated Amount \*  
300.00

Currency \*  
US, Dollar (USD)

Comments  
Lunch for AP morale function. 29/2000

Save Delete Cancel

9. If you click on **Attendees**, you will be able to view the attendee you just added. The per-person meal cost is automatically calculated based on the number of attendees added.

| Attendees                              |                 |                  |                       |         |                 |          |
|--|-----------------|------------------|-----------------------|---------|-----------------|----------|
| Meals and Refreshments (NON-ALCOHOLIC) |                 |                  |                       |         |                 | \$300.00 |
| Attendees (1)                          |                 |                  |                       |         |                 |          |
| <input type="checkbox"/>               | Attendee Name↑≡ | Attendee Title↓↑ | Institution/Company↓↑ | *Host↓↑ | Attendee Type↓↑ | Amount↓↑ |
| <input type="checkbox"/>               | Doug Smith      |                  |                       |         | Alumni          | \$300.00 |

## Section III — Four Options for Adding Attendees Within an Expense

You now have four options for adding attendees:

### Option 1:

Add an **Attendee** by creating a **New Attendee**. Use this option only for attendees who have **never** been added to the system. (See **Section I** for example).

### Option 2:

Add an **Attendee** by Selecting **Recent Attendees**: If an attendee is already in your Favorite Attendee list, part of an Attendee Group, or has been added through an imported Attendee list, you do **not** need to create a new attendee. These attendees can be found by searching for their attendee type, last name, or first name. In addition, employees, staff, and faculty are searchable and can be added as long as you know at least their last name.

| <input type="checkbox"/> | Attendee Name↑↕     | Attendee Title↓↑ | Institution/Company↓↑ | *Host↓↑ | Attendee Type↓↑ |     |
|--------------------------|---------------------|------------------|-----------------------|---------|-----------------|-----|
| <input type="checkbox"/> | Aleida Valencia     | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Alex Mercado        | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Andrea Echeveste    | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Belinda Lievanos    | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Carla Lopez Jimenez | STUDENT          | CSUSM                 |         | Student         | Add |

Search All Attendee History

Add to List

1. Check the recent attendees you want to add and click **Add to List**.

| <input checked="" type="checkbox"/> | Attendee Name↑↕     | Attendee Title↓↑ | Institution/Company↓↑ | *Host↓↑ | Attendee Type↓↑ |     |
|-------------------------------------|---------------------|------------------|-----------------------|---------|-----------------|-----|
| <input type="checkbox"/>            | Aleida Valencia     | STUDENT          | CSUSM                 |         | Student         | Add |
| <input checked="" type="checkbox"/> | Alex Mercado        | STUDENT          | CSUSM                 |         | Student         | Add |
| <input checked="" type="checkbox"/> | Andrea Echeveste    | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/>            | Belinda Lievanos    | STUDENT          | CSUSM                 |         | Student         | Add |
| <input checked="" type="checkbox"/> | Carla Lopez Jimenez | STUDENT          | CSUSM                 |         | Student         | Add |

Search All Attendee History

Add to List

2. The attendees have been selected to be added to the list of attendees. Click **Close**.

**Add Attendees**

Attendees | Recent Attendees | Attendee Groups | Import Attendees

| <input type="checkbox"/> | Attendee Name↑↓     | Attendee Title↑↓ | Institution/Company↑↓ | *Host↑↓ | Attendee Type↑↓ |     |
|--------------------------|---------------------|------------------|-----------------------|---------|-----------------|-----|
| <input type="checkbox"/> | Aleida Valencia     | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Alex Mercado        | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Andrea Echeveste    | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Belinda Lievanos    | STUDENT          | CSUSM                 |         | Student         | Add |
| <input type="checkbox"/> | Carla Lopez Jimenez | STUDENT          | CSUSM                 |         | Student         | Add |

Search All Attendee History

Add to List

Close

3. Check the attendees you want to add and click **Save**.

**Attendees**

Meals and Refreshments (NON-ALCOHOLIC) | \$300.00

Alerts: 1

Error: Missing required fields: Attendees

Attendees (4)

| <input type="checkbox"/>            | Attendee Name↑↓     | Attendee Title↑↓ | Institution/Company↑↓ | *Host↑↓ | Attendee Type↑↓ | Amount↑↓ |     |
|-------------------------------------|---------------------|------------------|-----------------------|---------|-----------------|----------|-----|
| <input checked="" type="checkbox"/> | Alex Mercado        | STUDENT          | CSUSM                 |         | Student         | \$75.00  | ... |
| <input checked="" type="checkbox"/> | Andrea Echeveste    | STUDENT          | CSUSM                 |         | Student         | \$75.00  | ... |
| <input checked="" type="checkbox"/> | Carla Lopez Jimenez | STUDENT          | CSUSM                 |         | Student         | \$75.00  | ... |
| <input checked="" type="checkbox"/> | Edgardo Carrillo    | STUDENT          | CSUSM                 |         | Student         | \$75.00  | ... |

Add Remove Create Group

Save Cancel

4. The attendees have been added. Click **Save**.

- You can see the attendees have been saved by clicking on the **Attendees** icon highlighted below.

Home | Requests / Manage Requests / Test / Meals and Refreshments (NON-ALCOHOLIC)

← → **Meals and Refreshments (NON-ALCOHOLIC) \$300.00** Save Delete Cancel

03/13/2026

**Quick Tips** Show Less  
 CSU Hospitality Policy [add link] limits per person spend for the following meal types:  
 - Breakfast \$40/pp  
 - Lunch \$60/pp  
 - Dinner \$90/pp  
 - Light Refreshments \$40/pp

**Attendees (4)** Allocate

**Attendees**

Meals and Refreshments (NON-ALCOHOLIC) | \$300.00

**Attendees (4)** Add Remove Create Group

| <input type="checkbox"/> | Attendee Name↑      | Attendee Title↓ | Institution/Company↓ | *Host↓ | Attendee Type↓ | Amount↓ |     |
|--------------------------|---------------------|-----------------|----------------------|--------|----------------|---------|-----|
| <input type="checkbox"/> | Alex Mercado        | STUDENT         | CSUSM                |        | Student        | \$75.00 | ... |
| <input type="checkbox"/> | Andrea Echeveste    | STUDENT         | CSUSM                |        | Student        | \$75.00 | ... |
| <input type="checkbox"/> | Carla Lopez Jimenez | STUDENT         | CSUSM                |        | Student        | \$75.00 | ... |
| <input type="checkbox"/> | Edgardo Carrillo    | STUDENT         | CSUSM                |        | Student        | \$75.00 | ... |

### Option 3:

Add an **Attendee** by creating or selecting an **Attendee Group**.

- Click on the group you would like to add, then click **Add to List**. Then click **Close**.

**Add Attendees**

Attendees Recent Attendees **Attendee Groups** Import Attendees

Favorites (9)

AP Dream Team (8)

**Test (3)**

Add to List

2. Check the attendees to be added and click **Save**.

**Attendees**

Meals and Refreshments (NON-ALCOHOLIC) | \$300.00

**Alerts: 1**

**Error:** Missing required fields: Attendees

**Attendees (3)** Add Remove Create Group

| <input checked="" type="checkbox"/> | Attendee Name↑↕ | Attendee Title↓↑ | Institution/Company↓↑ | *Host↓↑ | Attendee Type↓↑      | Amount↓↑ |     |
|-------------------------------------|-----------------|------------------|-----------------------|---------|----------------------|----------|-----|
| <input checked="" type="checkbox"/> | Adam Smith      | Test             |                       |         | School Guest         | \$100.00 | ... |
| <input checked="" type="checkbox"/> | Erica Thissell  |                  |                       | No      | Faculty/Staff (Host) | \$100.00 | ... |
| <input checked="" type="checkbox"/> | Jason Mendoza   |                  |                       | No      | Faculty/Staff (Host) | \$100.00 | ... |

Save Cancel

## Create an Attendee Group within an Expense:

1. Select **Recent Attendees** and then **Search All Attendee History**.

**Add Attendees**

Attendees **Recent Attendees** Attendee Groups Import Attendees

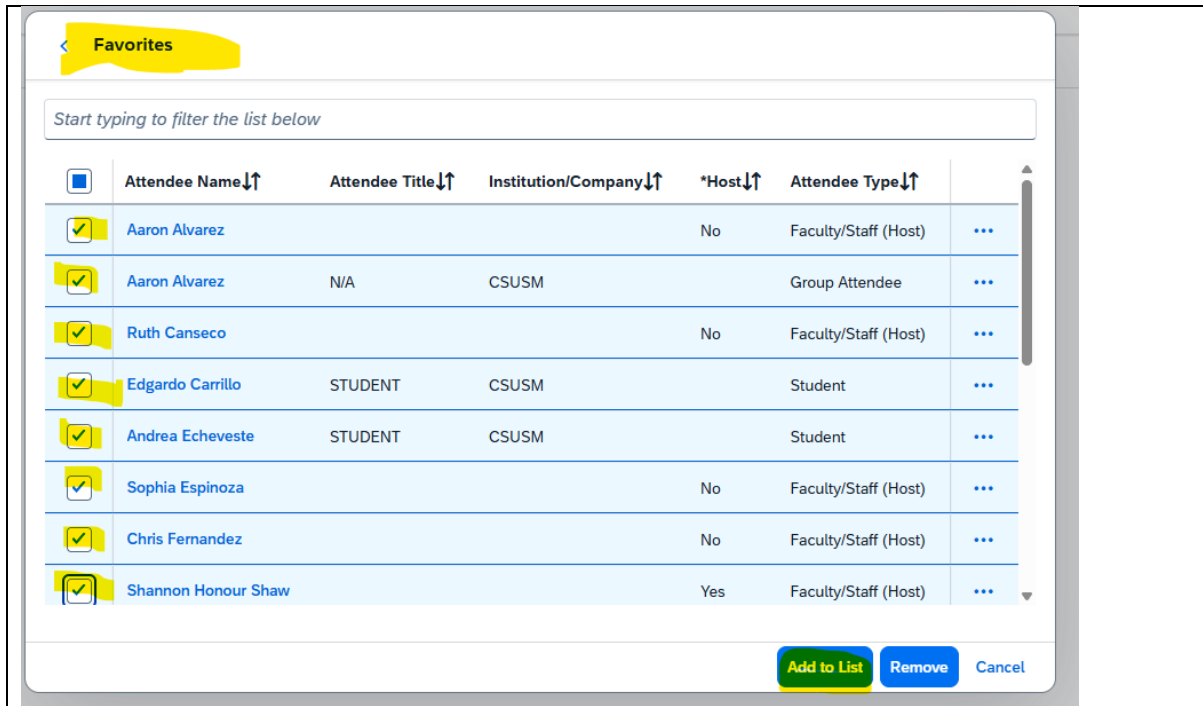
| <input type="checkbox"/> | Attendee Name↑↕     | Attendee Title↓↑ | Institution/Company↓↑ | *Host↓↑ | Attendee Type↓↑ |                  |
|--------------------------|---------------------|------------------|-----------------------|---------|-----------------|------------------|
| <input type="checkbox"/> | Aleida Valencia     | STUDENT          | CSUSM                 |         | Student         | <span>Add</span> |
| <input type="checkbox"/> | Alex Mercado        | STUDENT          | CSUSM                 |         | Student         | <span>Add</span> |
| <input type="checkbox"/> | Andrea Echeveste    | STUDENT          | CSUSM                 |         | Student         | <span>Add</span> |
| <input type="checkbox"/> | Belinda Lievanos    | STUDENT          | CSUSM                 |         | Student         | <span>Add</span> |
| <input type="checkbox"/> | Carla Lopez Jimenez | STUDENT          | CSUSM                 |         | Student         | <span>Add</span> |

Search All Attendee History

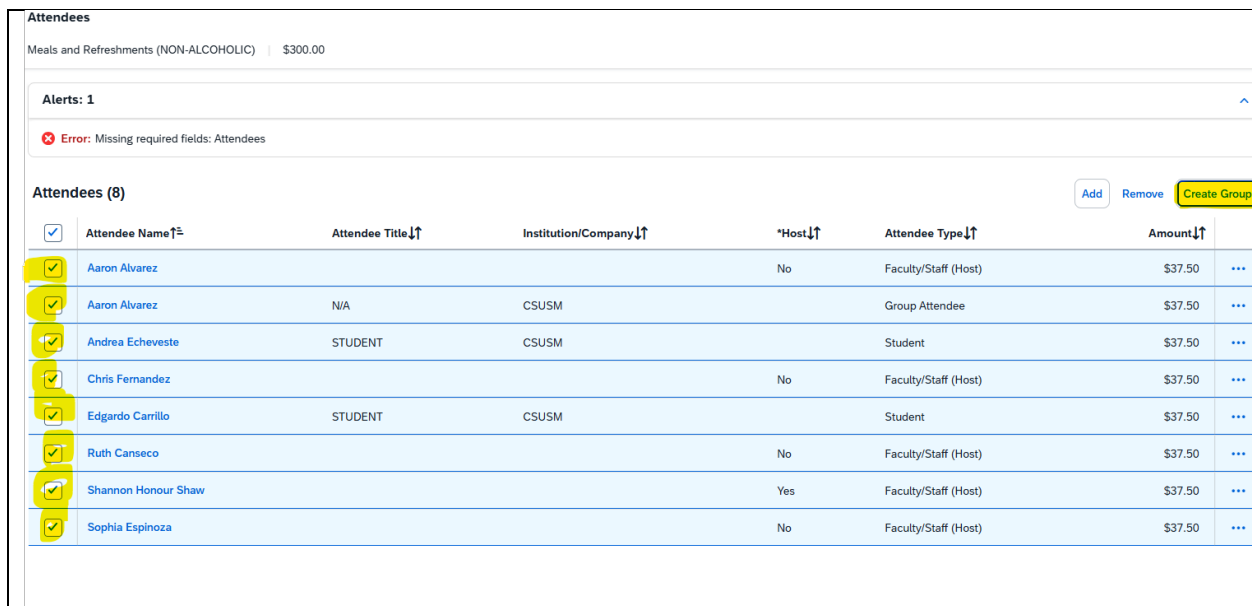
Add to List

Close

- Once you have added an attendee they become a part of your **Favorite Attendees**. Scroll through the **Favorites** pop-up and select the attendees you would like to group together by checking the box next to the attendee's name. Select **Add to List**.



- The names you selected from your **Favorites** pop-up will be added to the attendee's list. Check the attendee's you want to group together and select **Create Group**.



- Name your group and click **Save** on the pop-up window. Then click **Save** at the bottom of the screen.

**Attendees**  
Meals and Refreshments (NON-ALCOHOLIC) | \$300.00

Alerts: 1  
Error: Missing required fields: Attendees

Attendees (8) Add Remove Create Group

| <input checked="" type="checkbox"/> | Attendee Name ↑     | Attendee Title ↓ | Institution/Company ↓ | *Host ↓ | Attendee Type ↓      | Amount ↓ |     |
|-------------------------------------|---------------------|------------------|-----------------------|---------|----------------------|----------|-----|
| <input checked="" type="checkbox"/> | Aaron Alvarez       |                  |                       |         | Faculty/Staff (Host) | \$37.50  | ... |
| <input checked="" type="checkbox"/> | Aaron Alvarez       | N/A              |                       |         | Group Attendee       | \$37.50  | ... |
| <input checked="" type="checkbox"/> | Andrea Echeveste    | STUDENT          |                       |         | Student              | \$37.50  | ... |
| <input checked="" type="checkbox"/> | Chris Fernandez     |                  |                       |         | Faculty/Staff (Host) | \$37.50  | ... |
| <input checked="" type="checkbox"/> | Edgardo Carrillo    | STUDENT          |                       |         | Student              | \$37.50  | ... |
| <input checked="" type="checkbox"/> | Ruth Canseco        |                  |                       | No      | Faculty/Staff (Host) | \$37.50  | ... |
| <input checked="" type="checkbox"/> | Shannon Honour Shaw |                  |                       | Yes     | Faculty/Staff (Host) | \$37.50  | ... |
| <input checked="" type="checkbox"/> | Sophia Espinoza     |                  |                       | No      | Faculty/Staff (Host) | \$37.50  | ... |

**Create Group**

Group Name \*

Graduation Volunteers

Save Cancel

Save Cancel

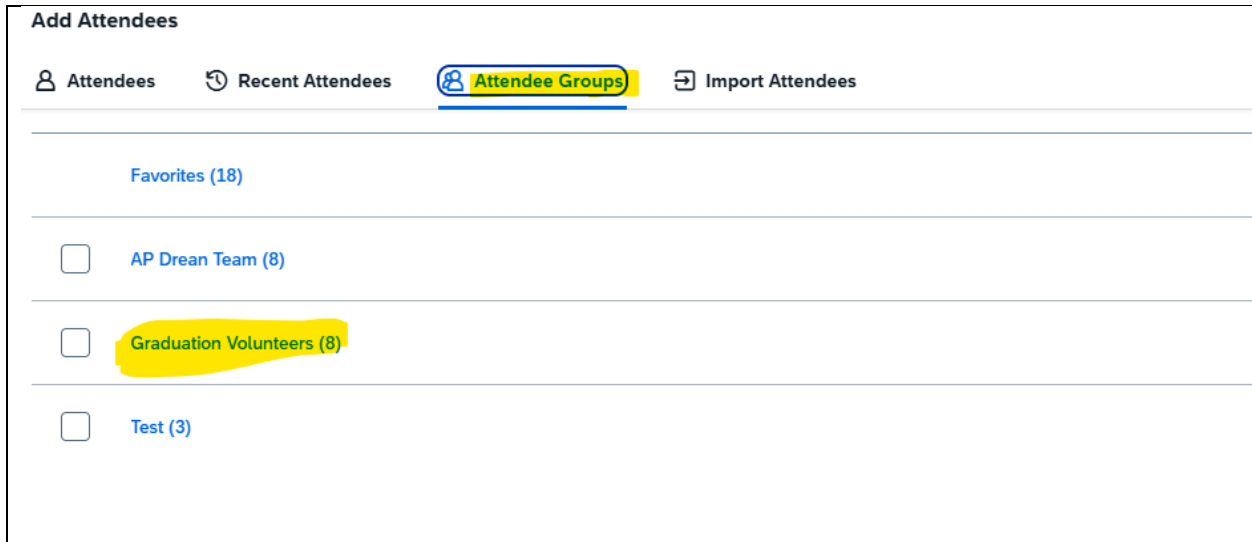
- All attendees have been added, and you have created a new group.

**Attendees**  
Meals and Refreshments (NON-ALCOHOLIC) | \$300.00

Attendees (8) Add Remove Create Group

| <input type="checkbox"/> | Attendee Name ↑     | Attendee Title ↓ | Institution/Company ↓ | *Host ↓ | Attendee Type ↓      | Amount ↓ |     |
|--------------------------|---------------------|------------------|-----------------------|---------|----------------------|----------|-----|
| <input type="checkbox"/> | Aaron Alvarez       |                  |                       | No      | Faculty/Staff (Host) | \$37.50  | ... |
| <input type="checkbox"/> | Aaron Alvarez       | N/A              | CSUSM                 |         | Group Attendee       | \$37.50  | ... |
| <input type="checkbox"/> | Andrea Echeveste    | STUDENT          | CSUSM                 |         | Student              | \$37.50  | ... |
| <input type="checkbox"/> | Chris Fernandez     |                  |                       | No      | Faculty/Staff (Host) | \$37.50  | ... |
| <input type="checkbox"/> | Edgardo Carrillo    | STUDENT          | CSUSM                 |         | Student              | \$37.50  | ... |
| <input type="checkbox"/> | Ruth Canseco        |                  |                       | No      | Faculty/Staff (Host) | \$37.50  | ... |
| <input type="checkbox"/> | Shannon Honour Shaw |                  |                       | Yes     | Faculty/Staff (Host) | \$37.50  | ... |
| <input type="checkbox"/> | Sophia Espinoza     |                  |                       | No      | Faculty/Staff (Host) | \$37.50  | ... |

Save Cancel

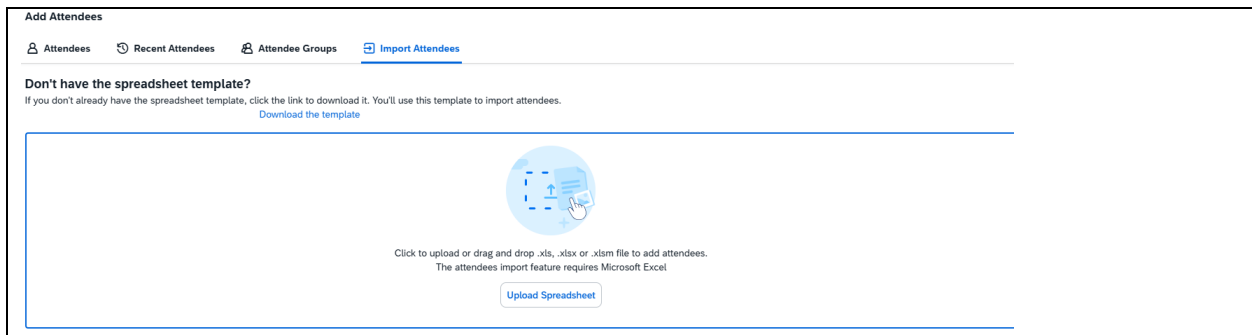


### Option 4:

Create an **Attendee List** by Importing via a Concur Excel Spreadsheet.

You must use the spreadsheet in Concur. Creating your own spreadsheet outside of Concur will not work.

1. Download the **template**.



2. Open the Spreadsheet and enter the required information as indicated on the spreadsheet.

Do not modify the spreadsheet in any way.



5. The import will add the attendees from the spreadsheet. Click **Next**.

The screenshot shows a mobile application interface titled "Import Attendees". At the top left is a back arrow and the title. Below it is a "Go back" link. A message states: "The following attendees were included on the spreadsheet. Click Next to continue." In the top right corner, it says "Entries: 3". Below this is a table with the following data:

| Row | Pull from AtnTypeKey Worksheet | Last Name   | Institution/Company | First Name | Affiliation | Host (for Faculty/Staff) = Y |
|-----|--------------------------------|-------------|---------------------|------------|-------------|------------------------------|
| 1   | GRPATT                         | McIntosh    | CSUSM               | Sharon     | N/A         | N                            |
| 2   | GRPATT                         | Alvarez     | CSUSM               | Aaron      | N/A         | N                            |
| 3   | GRPATT                         | Honour Shaw | CSUSM               | Shannon    | N/A         | Y                            |

At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

6. Concur will review the imported list for duplicate entries. Click **Next**.

This screenshot is identical to the one above, showing the "Import Attendees" screen with the same table of attendees. The "Next" button at the bottom right is highlighted with a yellow circle, indicating the action to be taken.

7. If your imported list contains attendees from past events, this message will appear:

[< Import Attendees](#)

[← Go back](#)

Possible duplicates were found for the following attendees. Select an attendee in the Imported Attendee list and choose whether to use an existing attendee entry or continue importing the attendee as a new entry. Clicking "Next" will skip all remaining duplicate attendees and they will not be imported. Added: 0 Skipped: 0 Cannot import: 0 Duplicates: 3

**Duplicate Attendees**

[View Duplicates](#)

**Import Attendees**

|                       | Attendee Name       | Attendee Title | Company | Attendee Type  |
|-----------------------|---------------------|----------------|---------|----------------|
| <input type="radio"/> | Sharon McIntosh     | N/A            | CSUSM   | Group Attendee |
| <input type="radio"/> | Aaron Alvarez       | N/A            | CSUSM   | Group Attendee |
| <input type="radio"/> | Shannon Honour Shaw | N/A            | CSUSM   | Group Attendee |

[Next](#) [Cancel](#)

- Click on each attendee one at a time and review the duplicate attendees by selecting **View Duplicates**.

**Import Attendees**

[← Go back](#)

Possible duplicates were found for the following attendees. Select an attendee in the Imported Attendee list and choose whether to use an existing attendee entry or continue importing the attendee as a new entry. Clicking "Next" will skip all remaining duplicate attendees and they will not be imported. Added: 0 Skipped: 0 Cannot import: 0 Duplicates: 3

**Duplicate Attendees**

[View Duplicates](#)

**Import Attendees**

|                                  | Attendee Name       | Attendee Title | Company | Attendee Type  |
|----------------------------------|---------------------|----------------|---------|----------------|
| <input checked="" type="radio"/> | Sharon McIntosh     | N/A            | CSUSM   | Group Attendee |
| <input type="radio"/>            | Aaron Alvarez       | N/A            | CSUSM   | Group Attendee |
| <input type="radio"/>            | Shannon Honour Shaw | N/A            | CSUSM   | Group Attendee |

[Next](#) [Cancel](#)

- Previously entered attendees will be displayed. You can choose either the imported attendee or the existing system entry. In this example, the imported entry was selected.

**Duplicate Attendees**

Select whether to use an existing attendee entry or continue importing the attendee as a new entry.

**Imported Attendee**

|                                  | Attendee Name   | Attendee Title | Company | Attendee Type  |
|----------------------------------|-----------------|----------------|---------|----------------|
| <input checked="" type="radio"/> | Sharon McIntosh | N/A            | CSUSM   | Group Attendee |

**Duplicates**

|                       | Attendee Name    | Attendee Title | Company | Attendee Type        |
|-----------------------|------------------|----------------|---------|----------------------|
| <input type="radio"/> | Sharon McIntosh  |                |         | Faculty/Staff (Host) |
| <input type="radio"/> | Sharon McIntosh  | N/A            | CSUSM   | Group Attendee       |
| <input type="radio"/> | Adriana Medellin | STUDENT        | CSUSM   | Student              |
| <input type="radio"/> | Natalia Melendez | STUDENT        | CSUSM   | Student              |
| <input type="radio"/> | Andrew Mendez    | STUDENT        | CSUSM   | Student              |
| <input type="radio"/> | Emily Mendoza    | STUDENT        | CSUSM   | Student              |

- The imported attendee has been added to your **Attendee List**. Repeat this step for each duplicate attendee in the upload until all duplicates have been resolved.

When complete, a confirmation pop-up will display, click **Close**.

**Import Attendees**

**Success! Below are the results for importing attendees.**

|   |   |
|---|---|
| Attendees added to the attendee list for your expense | 3 |
| Attendees skipped - already listed for your expense   | 0 |
| Attendees that could not be imported - data errors    | 0 |
| Duplicates attendees resolved                         | 3 |

11. Select attendees by checking them off. Click **Save**. The import has been completed.

**Attendees**

Meals and Refreshments (NON-ALCOHOLIC) | \$100.00

**Attendees (3)** Add Remove Create Group

| <input type="checkbox"/>            | Attendee Name↑²     | Attendee Title↓↑ | Institution/Company↓↑ | *Host↓↑ | Attendee Type↓↑ | Amount↓↑ |     |
|-------------------------------------|---------------------|------------------|-----------------------|---------|-----------------|----------|-----|
| <input checked="" type="checkbox"/> | Aaron Alvarez       | N/A              | CSUSM                 |         | Group Attendee  | \$33.33  | ... |
| <input checked="" type="checkbox"/> | Shannon Honour Shaw | N/A              | CSUSM                 |         | Group Attendee  | \$33.33  | ... |
| <input checked="" type="checkbox"/> | Sharon McIntosh     | N/A              | CSUSM                 |         | Group Attendee  | \$33.34  | ... |

Save Cancel