

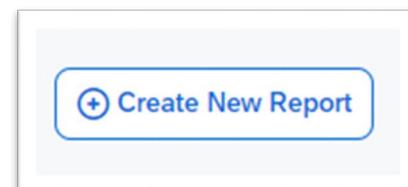
## How to create an Expense Report for an Event, with Attendees

This aid will cover how to create an expense report for an event with a group of attendees. Adding a group of attendees to an event's expense report should be limited to certain expense types. For example, a catering expense would involve the group so they would need to be added. An expense for decorations within the same expense report would not need the group of attendees added to it.

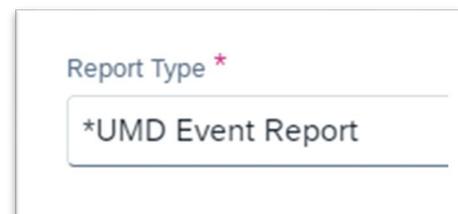
**This Job Aid assumes you have already submitted an Event Request, and it was approved.**

### After the Event request is approved...

1. In your expense section, click the **Create New Report** button. Make sure that the **Report Type = "UMD Event Report"**.

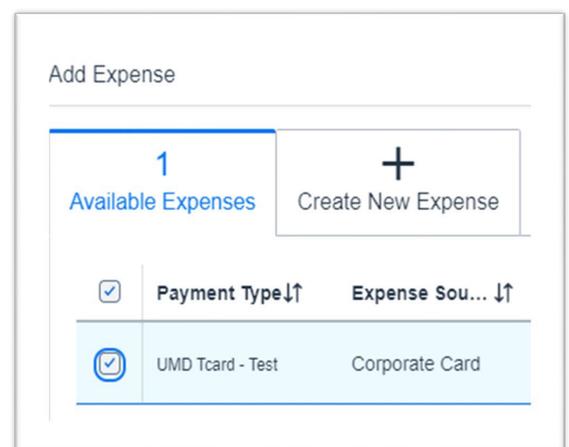


2. Fill out the header information and click **Create Report** in the bottom right.



3. Click **Add Expense**.

- **Available Expenses** – You choose from a list of charges you have paid using the Tcard or created through Concur/Concur Mobile.
- **Create New Expense** – Only for out-of-pocket expenses, NOT done through Concur/Concur Mobile, and NOT paid on the Tcard. Search and select the expense you want to add to the report.



4. When filling in and double checking the required fields for the expenses, please pay close attention to the fields below if they show up as part of an expense.

a) **Payment Type** drop-down menu:

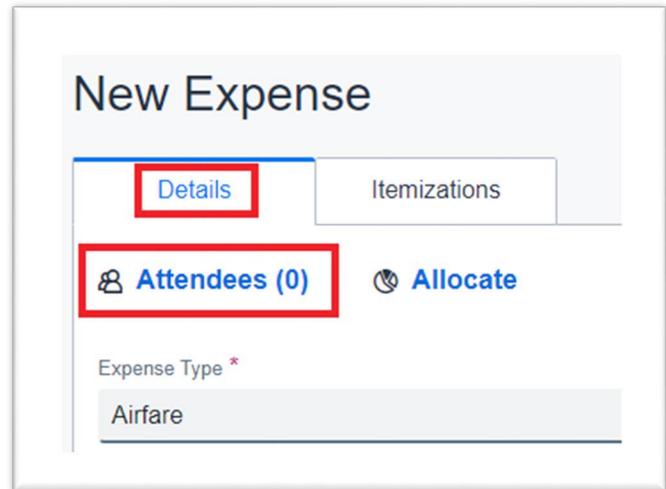
(1) If paid by guest, select **\*Paid by Guest**. This will require you to enter a UMD Guest/Non-employee Traveler vendor request in Workday in to create an Ad Hoc payee ID for the traveler.

(2) If paid by employee, select **\*Paid by Employee**

b) If you see a **Request** drop-down menu, select the estimate from your request.

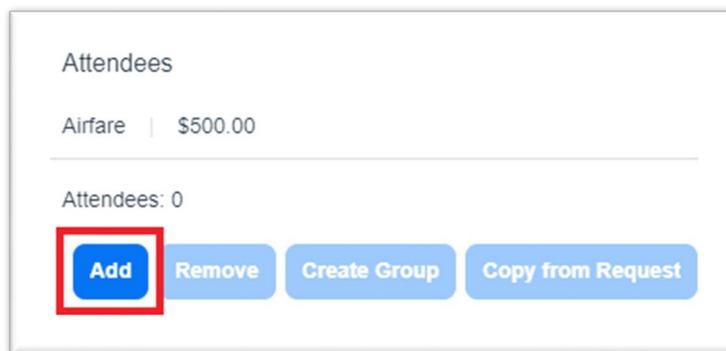
5. The next step: Add the Group to the expense.

Under the **Details** tab, click on the **Attendees** link.



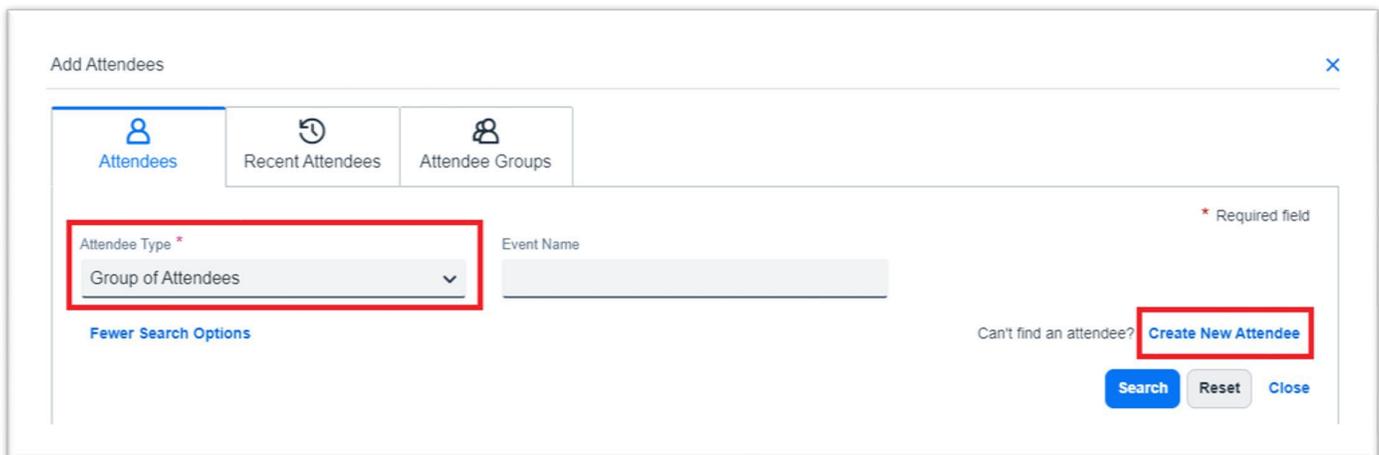
The screenshot shows the 'New Expense' interface. At the top, there are two tabs: 'Details' (highlighted with a red box) and 'Itemizations'. Below the tabs, there are two main sections: 'Attendees (0)' (with a person icon and highlighted with a red box) and 'Allocate' (with a pie chart icon). Underneath, there is a field for 'Expense Type \*' which is currently set to 'Airfare'.

6. Click **Add**, then click the **Attendees** tab. (Do not click "Attendee Groups" as that is a different feature.)



The screenshot shows the 'Attendees' section of the interface. It displays 'Airfare | \$500.00' and 'Attendees: 0'. Below this, there are four buttons: 'Add' (highlighted with a red box), 'Remove', 'Create Group', and 'Copy from Request'.

7. In the **Attendee Type** drop-down menu, select **Group of Attendees**.  
Click the **Create New Attendee** link on the right-hand side. This will open a pop-up.



The screenshot shows the 'Add Attendees' pop-up window. It has three tabs: 'Attendees' (selected), 'Recent Attendees', and 'Attendee Groups'. Below the tabs, there is a form with two main fields: 'Attendee Type \*' (a dropdown menu set to 'Group of Attendees', highlighted with a red box) and 'Event Name' (a text input field). To the right of the 'Event Name' field, there is a '\* Required field' label. Below the 'Attendee Type' field, there is a link for 'Fewer Search Options'. At the bottom right, there is a 'Can't find an attendee?' link (highlighted with a red box) and a 'Create New Attendee' link (also highlighted with a red box). Below these links are three buttons: 'Search', 'Reset', and 'Close'.

8. Fill in, or check, the required fields listed below:

- **Attendee Type** – Should already be filled with **Group of Attendees**
- **Event Name** – Create a specific name for this Event that will be memorable in the future.

9. Click **Create Attendee** then close out of this pop-up window.

10. Before you save, you will have to fill in the number of people in the Group of Attendees. In the **Attendee Count** column/field, add the number of people in the group **NOT** including yourself.

- In the example shown, the number of people is 79, excluding yourself.
- Click **Save**.

11. You should now see a “(80)” to the right of the **Attendees** link. (Yourself + # of people in Group).

- If the expense is complete, click **Save Expense**.

\*\*Final note for Event reports intended to **Reimburse a Guest** – even though an Event Report will let you enter multiple expense lines with each listing a different Guest Payee, Accounts Payable wants each guest’s reimbursements to be on a separate report. So if you are giving per diem and parking reimbursements to 3 guests, there will need to be 3 event reports, one for each individual.