

ATTENDEES PROCESS

Some expenses, such as business meal and entertainment expenses require you to add attendees to the expense. You can add employees from any Centuri company, business guest outside the organization or a spouse as an attendee.

ADD AN ATTENDEE

Follow the steps below to add an attendee to an expense.

- 1. Select the appropriate expense from the expense report to add attendees.
- 2. Click Attendees on the Details Tab.

→ Bu	usiness Meal	(Attendee) – 100% \$205.0
8/04/2022 Maggia	Itemizations	
Attendees (1)	Allocate	* Required field
Expense Type *	ttondoo) - 100%	
Business Meai (A	(ttendee) - 100%	*
Transaction Date *	ttendee) – 100%	Business Purpose *
08/04/2022		Lunch with SWG

The cardholder's name defaults to the Attendee list.

3. Click Add to select Attendees.

Surineer Maal (Allendes) 40	00/ 0005 00	
Susiness Meai (Attendee) – 10	0% \$205.00	
Attendees: 1		
Add		
🗌 Attendee Name 🚊		Attendee Title ↑↓
0.044		

There are three tabs you can use to select an attendee: Recent

Attendees, Attendees, and Attendee Group.



4. Select the check box next to the required attendee from the *Recent Attendees* tab.

Recent	3 Attendees	& Attendees	Attendee Groups
	Attendee Name	A	
	DAL		
	Dob	í	
	ROS		
	Thor		

5. Click *Add to List* to add attendee.



The Attendee is added to the list for the expense. You can add additional attendees as needed.

Details Itemization	IS						Hide Receip	R
Attendees (4)				ø	Q	¢		
Expense Type *		* Requi	ed field					ľ
Business Meal (Attendee) - 100%			~					
Fransaction Date *		Business Purpose *						
08/04/2022	III	Lunch with SWG						
Enter Vendor Name *		City of Purchase				And a		
Maggianos		•						
Payment Type *						10.44 10.44 10.44	1000	
Out-of-Pocket	~				1		12.0	
Amount *		Currency *			100			
205.00		US, Dollar	~		100-		and and	
ogical System	0	Company *	0			1.0		
(PE1GLNT010) Production client		🔻 🗸 (US15) Centuri Group, Inc.						
Profit Center *	0	CC-WBS Group *	0					
▼ ~ (0000999999) General and	IA	T v (CORPORATE) Corporate						
Cost Object Type *	G	Cost Object ID *	0					
▼ -> (CC) Cost Center		T - (US159100) CENTURI ACC	0					



6. Click Save Expense.



OPTIONAL ATTENDEE TABS

You can add additional attendees to the list using the Attendees or the Attendee Groups tab.

ATTENDEES TAB

You can add additional attendees to the list using Attendees tab and Attendee Groups tab.

- 1. Select the *Attendees* tab to enter a new attendee for an expense.
- 2. Select the *Attendee Type*.

Attendee Type	
Employee	If the Attendee is an employee set up in Concur
	All employees of Centuri and its affiliated companies (NPL, Linetec, Canyon, National Powerline, Neuco, including NPL Canada)
Employee Non-Concur	If the Attendee is an employee who does not use Concur
Business Guests	If the Attendee is from another Company
Spouse/Partner	Attending Spouse or Partner

Attendee Type	
Employee	~
Business Guest	
Employee	
Employee (Non Concur)	
Spouse/Partner	

3. Enter a name in the *Attendee Name* field a predictive list appears.





4. Select the attendee from the list.

S Recent Attendees	& Attendees	Attendee Groups		
ttendee Type				Attendee Name
Employee		~	kelly	
More Search Options				KELLY
				KELLY.
			_	KELLY,
				KELLY,
ROSS, THERESA N				KELLY

The Attendee is added to the expense.

S Recent Attendees	L Attendees	Attendee Groups	
Attendee added:	KELLY		
Attendee Type			
Employee			~

CREATE NEW ATTENDEE

If the attendee is a Centuri employee but does not appear on the *Employee* list, search in the *Employee (Non Concur)* list before creating a new attendee

1. Click Create New Attendee.

Can't find an attendee?	Create New Attender	
	1	Close

- 2. Enter the new attendee's information.
- 3. Click *Create Attendee* to add to attendee list.



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Go back			
		* Require	l field
Attendee Type *		Last Name *	
Business Guest	~	BOS	
First Name		Attendee Title	
A		BOARD	
Company *			
SWG			

ATTENDEE GROUPS

1. Click on Attendee Groups.

3	2	23
ecent Attendees	Attendees	Attendee Groups

2. Click on *Favorites*.

3. Select the check box next to the required attendee.

Favori ← _{Go b}	tes sck			0
Start 1	yping to filter the list below			
	Attendee Name †↓	Attendee Title †↓	Company †↓	Attendee Type ↑↓
	All Corporate, Employees	Corporate		Employee (Non Concur)
D	Ar Ed		Altec	Business Guest
	Ci John		Altec	Business Guest
	- Crew	crew		Employee (Non Concur)
	МІТ	crew		Employee (Non Concur)
	Josle	HR		Employee (Non Concur)
	DAL			Employee
	Dobbs,	AP Specialist		Employee (Non Concur)
	Edwards	HR Lead		Employee (Non Concur)
	Employees, All	Corporate		Employee (Non Concur)

The attendee(s) are added to the expense as they are selected.

4. Click Save Expense.



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5.