

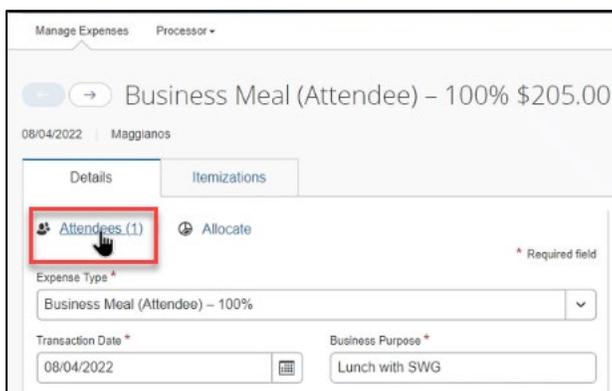
ATTENDEES PROCESS

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

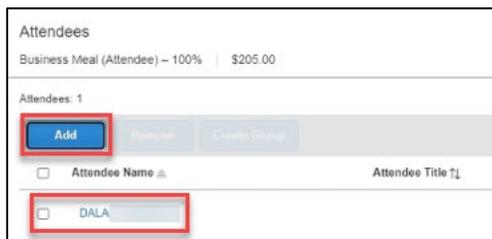
Follow the steps below to add an attendee to an expense.

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



The cardholder's name defaults to the *Attendee* list.

3. Click **Add** to select Attendees.



There are three tabs you can use to select an attendee: Recent Attendees, Attendees, and Attendee Group.

Add Attendees

Recent Attendees Attendees Attendee Groups

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	All Corporate, Employees	Corporate		Employee (Non Concur)
<input type="checkbox"/>	DAL			Employee
<input type="checkbox"/>	Dol	AP Specialist		Employee (Non Concur)
<input type="checkbox"/>	ROS			Employee

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

Add Attendees

Recent Attendees Attendees Attendee Groups

Attendee Name

DAL

Dob

ROS

Thor

Search All Attendee History

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 Itemizations Hide Receipt

Attendees (4) Allocate

Expense Type * Business Meal (Attendee) - 100%

Transaction Date * 08/04/2022 Business Purpose * Lunch with SWG

Enter Vendor Name * Maggianos City of Purchase

Payment Type * Out-of-Pocket

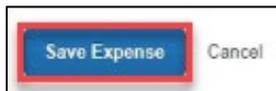
Amount * 205.00 Currency * US, Dollar

Logical System (PE1CLNT010) Production client Company * (US15) Centuri Group, Inc.

Profit Center * (0009999999) General and A... CC-WBS Group * (CORPORATE) Corporate

Cost Object Type * (CC) Cost Center Cost Object ID * (US159100) CENTURI ACCO...

6. Click **Save Expense**.



OPTIONAL ATTENDEE TABS

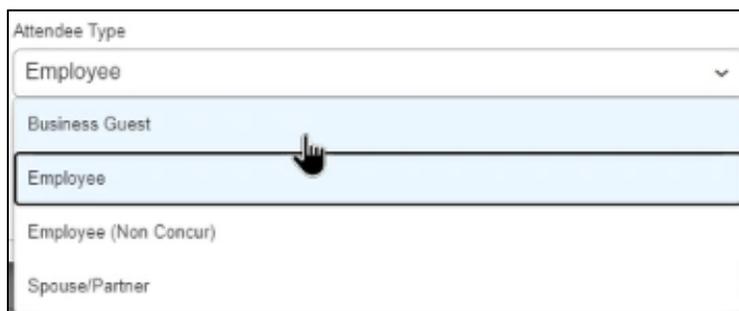
You can add additional attendees to the list using the *Attendees* or the *Attendee Groups* tab.

ATTENDEES TAB

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

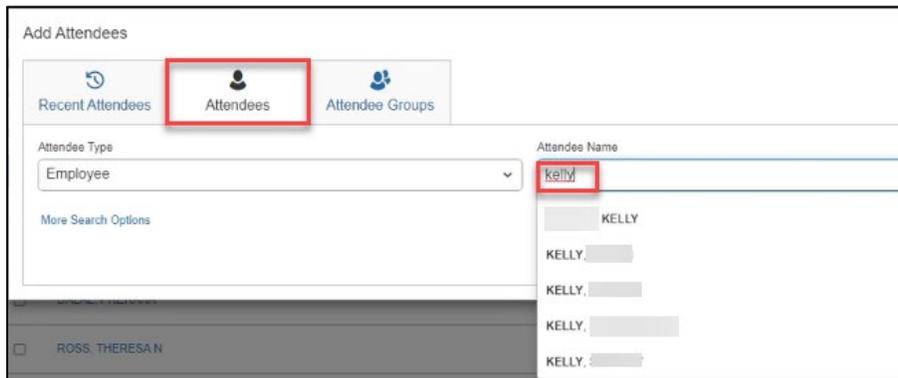
1. Select the *Attendees* tab to enter a new attendee for an expense.
2. Select the *Attendee Type*.

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



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

4. Select the attendee from the list.



The Attendee is added to the expense.



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*.



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

ATTENDEE GROUPS

1. Click on *Attendee Groups*.

2. Click on *Favorites*.
3. Select the check box next to the required attendee.

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	All Corporate, Employees	Corporate		Employee (Non Concur)
<input type="checkbox"/>	Ar Ed		Altec	Business Guest
<input checked="" type="checkbox"/>	Cl John		Altec	Business Guest
<input type="checkbox"/>	crew	crew		Employee (Non Concur)
<input type="checkbox"/>	MIT	crew		Employee (Non Concur)
<input type="checkbox"/>	Josie	HR		Employee (Non Concur)
<input type="checkbox"/>	DAL			Employee
<input type="checkbox"/>	Dobbs	AP Specialist		Employee (Non Concur)
<input type="checkbox"/>	Edwards	HR Lead		Employee (Non Concur)
<input type="checkbox"/>	Employees, All	Corporate		Employee (Non Concur)

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

4. Click **Save Expense**.

5.