Published on *University of Colorado* (https://www.cu.edu)

Concur How-to: Adding Attendees to Official Function Expenses [1]

For purchases made using the Procurement Card or Travel Card, or for personal reimbursements, the Official Function paper form is NOT required. Alcohol and official function information is entered directly into Concur for each expense. It is important you select the appropriate expense type so that Concur routes for the appropriate approvals.

You're required to list attendees when:

1. alcoholic beverages are being purchased (in any dollar amount) for an official function/conference; or
2. the total cost of food/beverage exceeds $500; or
3. the per-person cost exceeds $85 (regardless of total cost).

Watch the video

Read The procedures

For small Official Functions:

1. Select the appropriate expense type: *Official Function (up to 10 attendees) - or - Official Function with Alcohol (up to 10 attendees)*.
2. Complete the required fields.
3. To identify who was present, click **New Attendee** and fill in the fields. Click **Save & Add Another** to continue adding attendees. Click **Save** to add the last attendee and return to the expense.
4. Concur calculates the cost per attendee based on the number of attendees you entered.
5. If your small Official Function included alcohol, you'll have an extra step. You'll need to calculate and enter the **Alcohol Cost per Attendee**. And remember, you need to use a SpeedType that's allowable for alcohol!

For large Official Functions:

1. Select the appropriate expense type: Large Official Function (More than 10 Attendees) - or - Large OF with Alcohol.

2. Complete the required fields.

3. Concur doesn't calculate the cost per attendee for large Official Functions. You'll need to enter that yourself.

4. To identify who was present, click **New Attendee** and fill in the fields. When you have more than 10 attendees, you don't need to identify individual names. Instead, you can list attendees in groups. To do this, click the **New Attendee** button… Select the plural form of the Attendee Type and enter the number of individuals in attendance for that group. Click **Save & Add Another** to continue adding attendees. Click **Save** to add the last attendee and return to the expense. Click **Save** to add the last attendee and return to the expense.

5. If your large Official Function included alcohol, you'll have an extra step. You'll need to calculate and enter the **Alcohol Cost per Attendee**. And remember, you need to use a SpeedType that's allowable for alcohol!

Related Resources

- Finance Procedural Statement: Official Functions [2]
- Finance Procedural Statement: Alcoholic Beverages Purchased for University Events [3]
- How to Buy Official Functions [4]

Have a question or feedback?

Questions & Feedback [5]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Groups audience:
Procurement Service Center
Controller
Right Sidebar:
PSC - Logging into Concur
PSC - Need Help?

Source URL:https://www.cu.edu/controller/concur-how-adding-attendees-official-function-expenses

Links
[1] https://www.cu.edu/controller/concur-how-adding-attendees-official-function-expenses
[2] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions [3] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages [4] https://www.cu.edu/psc/how-buy-official-functions
[5] https://www.cu.edu/controller/forms/questions-feedback-0