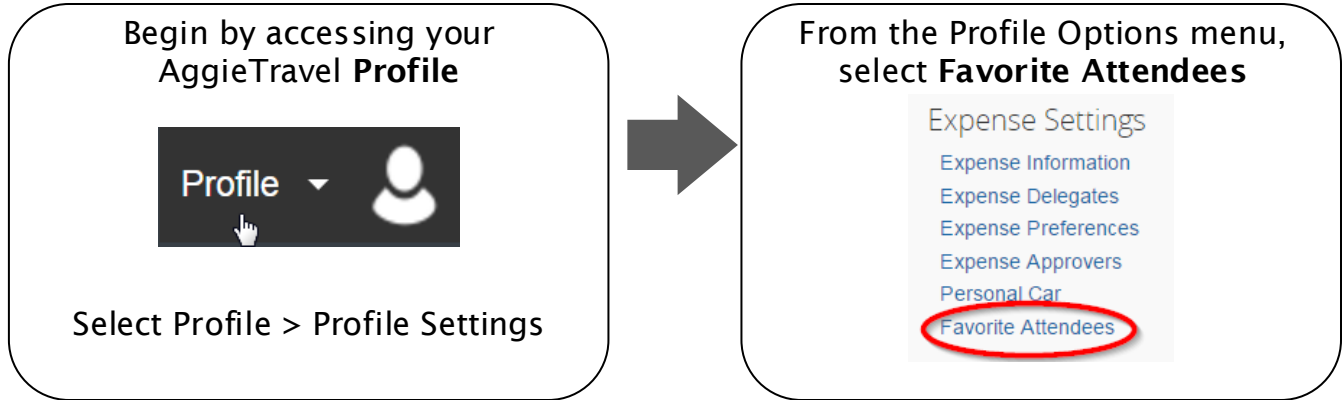
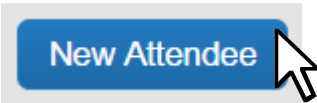


Add repeat attendees to expense reports by creating a list of Favorite Attendees.

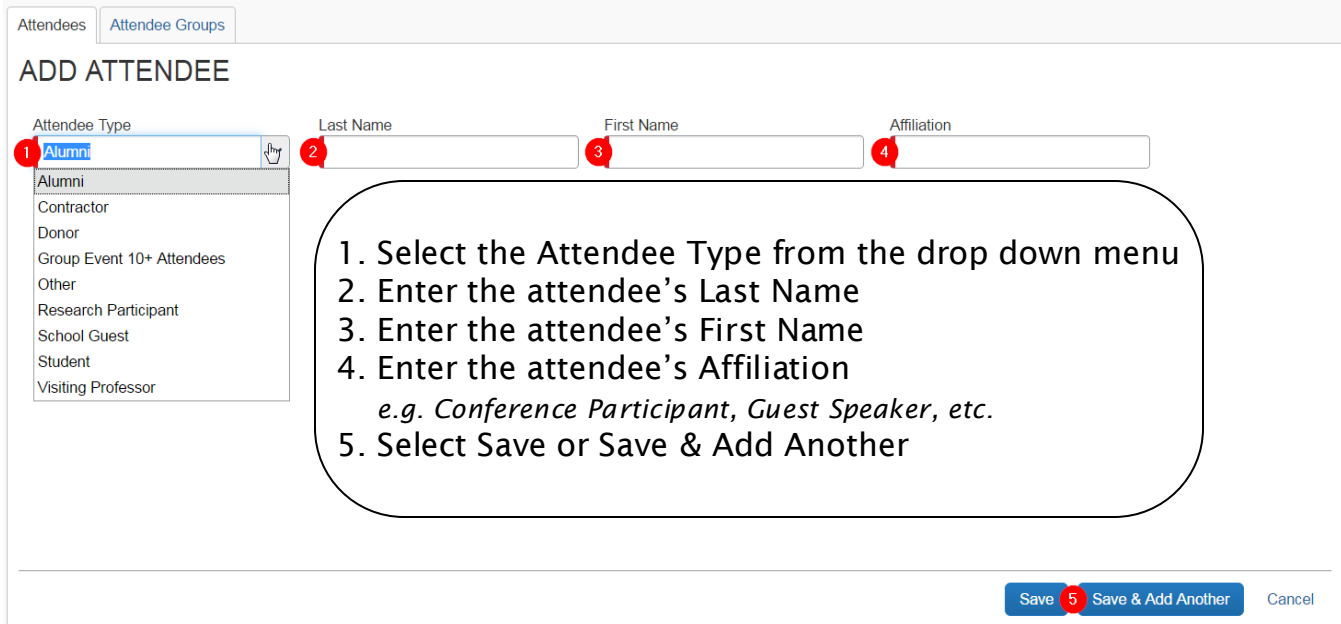


To get started, select the New Attendee button



Then follow these 5 easy steps...

## Favorite Attendees



Attendees | Attendee Groups

### ADD ATTENDEE

Attendee Type: 1. Alumni (dropdown menu open)

Last Name: 2. [ ]

First Name: 3. [ ]

Affiliation: 4. [ ]

1. Select the Attendee Type from the drop down menu
2. Enter the attendee's Last Name
3. Enter the attendee's First Name
4. Enter the attendee's Affiliation  
*e.g. Conference Participant, Guest Speaker, etc.*
5. Select Save or Save & Add Another

Save 5 Save & Add Another Cancel

\*See Group Event 10+ Attendees for more information on large groups.

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