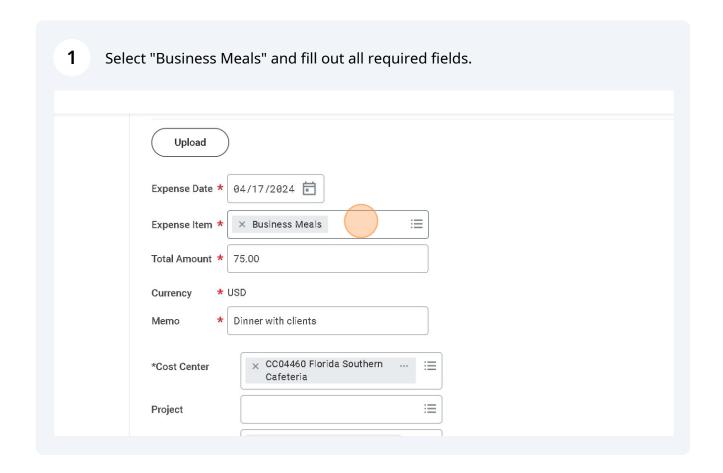
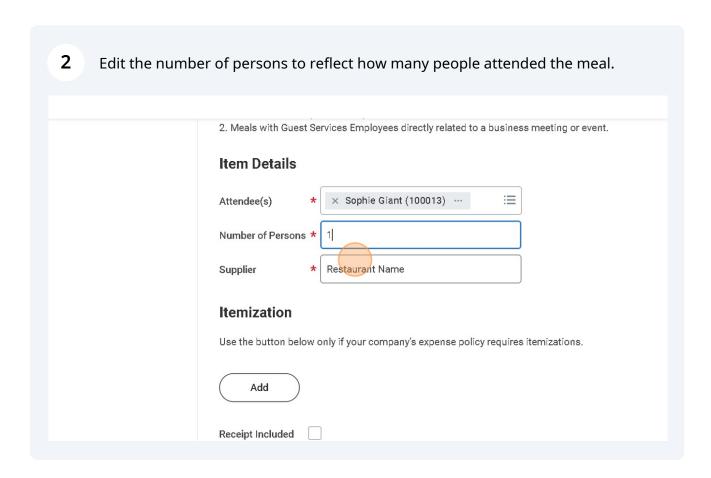
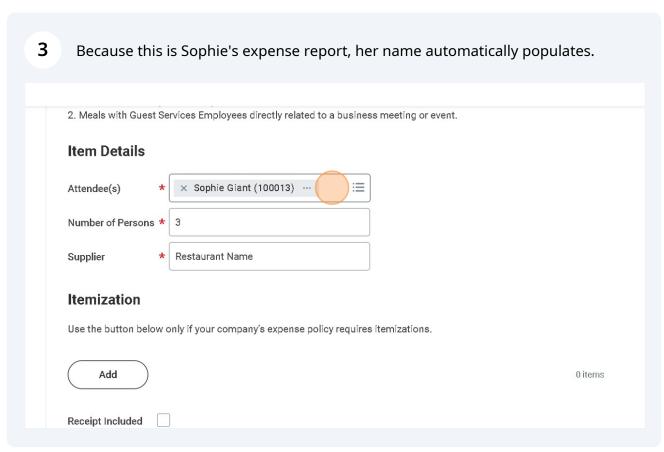
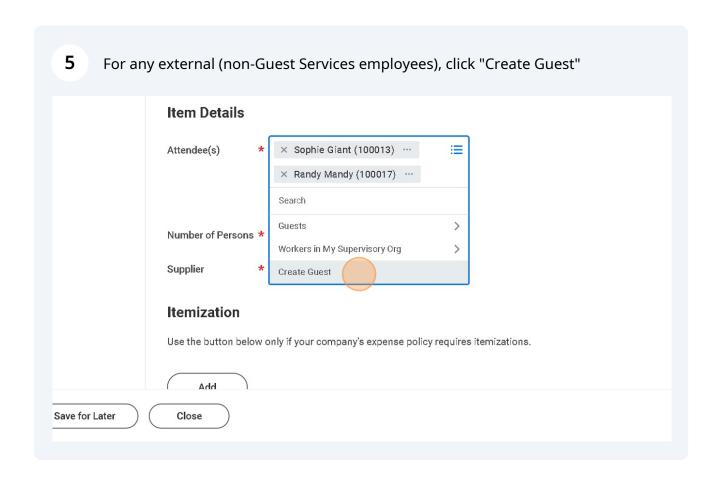
Adding Business Meal Attendees and Gift Card Recipients







For any internal guests (Guest Services employees), you can type their name(s) 4 into the attendees box to search for them. 2. Meals with Guest Services Employees directly related to a business meeting or event. **Item Details** × Sophie Giant (100013) ··· ∷ Attendee(s) × Randy Mandy (100017) ··· Number of Persons * Supplier Restaurant Name Itemization Use the button below only if your company's expense policy requires itemizations. 0 items Add



2. Meals with Guest Services Employees directly related to a business meeting or event.

Create Guest

Use this task to create guests for use on Expense Report Lines. Guests can be attendees, passengers, and gift recipients for a specified expense.

Name

Dean Doe

Title

Dean

Company

Florida Southern University

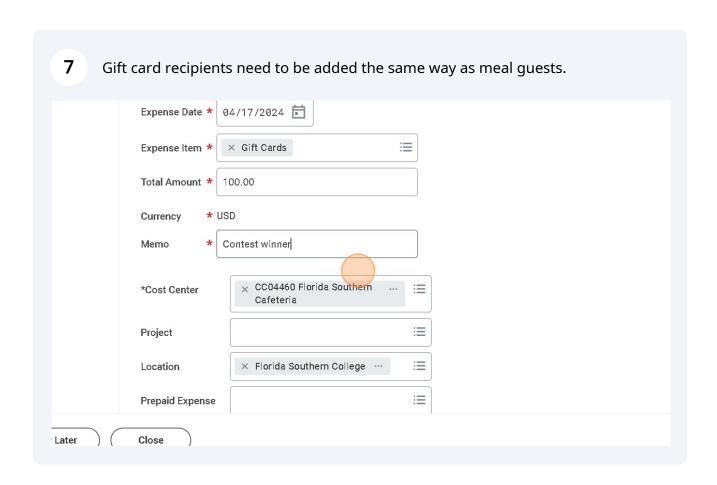
Add Another

Cancel

OK

Oktober

Okt



Click the "Attendee(s)" field and search for the employee(s) who received the gift card. For the expense type "Gift Card," "attendee" means "recipient."

Whenever a gift card is given to an employee, their name must be listed under "attendees."

Item Details

Attendee(s) * Supplier * Store Name

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add

Receipt Included