**Guest Selector**

Certain expense items, like meals and events, include the option to distinguish between internal and external guests. The guest selector appears at the bottom of the expense entry screen. It automatically adds the expense owner as a guest, eliminating the possibility of counting him or her twice.

**Internal Guests**

Internal guests are those who are University employees.

Tapping the Guests field opens the Guest Selection pane. Recently selected guests will be listed at the top. As you begin to type a name into the search bar, a list of all guests will appear in the lower half of the screen. Use the scroll bar to navigate through the list, if necessary. Then tap the desired name to select it.

**External Guests**

External guests not University employees. Searching for external guests who are already in the system is the same process described for Internal Guests, with recent guests denoted by a clock icon.
**Add New Guest**

If the external guest is not in the system, tap **ADD NEW EXTERNAL GUESTS**. Multiple fields will appear to capture the new guest's information. You cannot tap **ADD** until the information has been entered into every field.

<table>
<thead>
<tr>
<th>External</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Company Name</th>
</tr>
</thead>
</table>

| Internal | Marcus Seuser | The Crane Company | 50% | 0.00 |

![Image of the guest information form](image_url)