WAND EXPENSE REPORT INSTRUCTIONS

Expense reports should be completed in detail; accompanying receipts may be uploaded with the expense entry and submitted electronically, or printed and submitted via mail. Expenses are to be submitted on a weekly basis, and no later than 30 days after they are incurred.

1. Go to https://prowand.pro-unlimited.com and enter your username and password.
2. If you have more than one assignment, select the appropriate requisition from the list by clicking on **Select**. If you only have one assignment, there is no need to click on Select.
3. Select **Expense** from the **Type** drop-down menu.
4. If the expense is related to a business trip, click on the **Travel Related** check box. (Travel Related allows for transportation, meals, lodging, communications, and other. Leaving the box un-checked allows for only communications and miscellaneous.)
5. Click on **Submit**.
6. Enter the **First Day of Travel**.
7. Enter the **Duration** of the trip in days.
8. Enter the **Destination**.
9. Enter the **Business Purpose**. Note: a minimum of five words is required.
10. Click on **Next**.
11. Enter the **Category**. Based on the category selected, you will see related fields to complete.
12. To upload receipts electronically, click **Attach Scanned Receipt** and follow the prompts to attach the receipts.
13. To add an additional expense item for the same day or another day, click on **Add New**.
14. Once your expenses are entered, click on **Save**.
15. A confirmation page will appear. If any changes are needed, click on **Edit**. To retain a printed copy, click on **Print Expense Report** to print the page.
16. Click on **Done** to finalize and submit your expenses.

If your receipts are attached electronically in WAND, you do not need to print or mail any documents.

If you do not attach your receipts electronically in WAND, you will need to print the expense confirmation page and mail it along with all original receipts to your employer.

Once your employer receives and verifies the electronic submission of your receipts, or your mailed original receipts against the WAND submission, your manager will approve the expense via WAND, and your reimbursement will be processed.