

WAND EXPENSE REPORT INSTRUCTIONS

Expense reports should be completed in detail, and all original receipts should be attached to the WAND Expense Confirmation. 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 add an additional expense item for the same day or another day, click on **Add New**.
13. Once your expenses are entered, click on **Save**.
14. A confirmation page will appear. If any changes are needed, click on **Edit**. Click on **Print Expense Report** to print this page.
15. Click on **Done** to finalize and submit your expenses.
16. Attach your original receipts to the confirmation page.
17. Please mail the WAND Expense Confirmation page along with all original receipts to your employer.

Date/Day	Category	Description	Purpose	Amount	Rcpt
01/12/2009	Lodging	Name: Holiday Inn State: California City: San Francisco	Travel to San Francisco for sales meeting	Receipts: 142.35 Paid: 142.35	<input type="checkbox"/>

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

Please retain a copy of all receipts for your records.