All reimbursements to UCSF staff and students must be processed through the MyExpense system (MyAccess). In order for the Office of Student Life to submit your report and reimburse you, you must assign Barbara Smith and Kathy Chew as your MyExpense delegates. A delegate is someone who is authorized to submit expense reports on your behalf.

**To authorize an Office of Student Life delegate to submit expenses on your behalf:**

1. Log onto MyAccess
2. Under the list of Apps, choose MyExpense
3. Go to ‘Profile’, ‘Expense Delegates’, ‘Add Delegate’
4. Enter the name or email of delegate: Barbara Smith, barbara.smith@ucsf.edu
5. Enter the name or email of delegate: Kathy Chew, kathy.chew@ucsf.edu
6. Make sure the following boxes are checked: Can Prepare, Can Submit, Can View Receipts
7. Click ‘Save’

Finally, once you have assigned us as your delegate, please email Barbara and Kathy, so they can proceed with your reimbursement.

To access MyExpense you must have a @ucsf.edu email address and a MyAccess account. If you do not, contact Campus IT at 514-4100 to request these. Occasionally users will encounter a log-in error. If you log into the MyAccess interface & instead of getting in you receive a second password request, send an email to MyExpense@ucsf.edu stating the problem. Be sure to include your MyAccess username and Employee ID or Student ID in the email. In MyExpense can choose to receive email updates on the status of your request, you will be able to track your own reimbursement.

If you have any questions, please do not hesitate to call the Office of Student Life at (415) 476-4318.