

STUDENT LIFE REIMBURSEMENTS – MY EXPENSE

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

To authorize a Student Life delegate to submit expenses on your behalf:

- Log onto MyAccess. <https://myaccess.ucsf.edu/eai/UCAlias/jsp/home.jsp>
- Under the list of Apps, choose MyExpense
- Go to 'Profile', 'Profile Settings'
- Click on 'Expense Delegates'
- Click on 'Add'
- Enter the name or email of delegate: Kathy Chew (kathy.chew@ucsf.edu)
- Check Boxes: Can Prepare, Can Submit, Can View Receipts
- Click 'Save'

Finally, once you have assigned us as your delegate, please email Kathy, she 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 415-514-4100 to request these.

Note: 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.