This audio job aid helps you complete the Café Systems Express Form for Expense Reporting and Reimbursement.

For each function that you need below, make the corresponding selections on the Express form.

### Help for the Café Express Security Access Form

1. If you will be...
   - Submitting your own expense reports for reimbursement
   - Checking the progress of reimbursements for yourself

   Select Expense Entry and iBuyNU Shopper under NUFinancials.

   ![NUFinancials - Data Entry and Inquiry](image)

2. If you will be...
   - Submitting your own expense reports for reimbursement
   - Submitting expense reports for other employees (as a proxy)
   - Checking the progress of reimbursements for yourself or other employees
   - Submitting expense reports for others who are not employees
   - Checking the progress of reimbursements for others who are not employees

   Select Expense Entry, Requester and GL Journals under NUFinancials.

   ![NUFinancials - Data Entry and Inquiry](image)