Delegate Role in Mason Finance Gateway

Use this guide to add or edit a User Delegate who will have full access to your profile and may submit reimbursable expenses on your behalf, or an Approval Delegate who may approve documents, as a Supervisor or Org Approver on your behalf. Students and Non-employees do not have a Profile in the Mason Finance Gateway and therefore will not have a Delegate. Please refer to the guide for Student or Non-employee Reimbursements.

Add or Edit a Delegate

1. Login to the Mason Finance Gateway. (Single Sign on with 2FA is required, click here for more info)
2. Click on the username, in the upper right-hand corner, and select Settings.
3. Then select Delegate Settings.
   a. To add a User Delegate, who may submit reimbursable expenses on your behalf, click on Add New Delegates. Begin to type the person’s name to search and then select. Note: More than one delegate may be added.
   b. To add an Approval Delegate, who may approve documents on your behalf, click on Add Approval Delegate. Begin to type the person’s name to search and select. Enter a timeframe, then click Save. Do not enter a timeframe that exceeds 12 consecutive months. Note: Only one approval delegate may be added at one time.
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4. To delete a previously added Delegate, click on the X next to their name. This will revoke their access.

Submit as a Delegate

1. To submit a reimbursement on behalf of someone else, the user must already have added you as a Delegate.
2. Login to the Mason Finance Gateway. (Single Sign on with 2FA is required, click here for more info)
3. Click on the user name, in the upper right-hand corner, and select the User. Once selected, the name in the upper right-hand corner should show the selected User. Proceed to submit a Pre-Approval or Expense Reimbursement as the Delegate, check status, or view reports. The User will receive an email to approve a submitted Pre-Approval or Reimbursement. The User must approve before the document will continue through the Workflow.

For general questions and helpful guides please visit https://fiscal.gmu.edu/mason-finance-gateway/. For assistance utilizing the Mason Finance Gateway please contact mfgadmin@gmu.edu. For questions on travel please contact travel@gmu.edu, for non-travel please contact acctpay@gmu.edu.