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 user name, 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.
   ```
   becky
   Becky Klein
   Associate Director - Purchasing
   ```
   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.
   ```
   An "Approval Delegate" helps you with approvals during a specified time.
   ```
   ```
   Select a User
   Becky Klein
   ```
   ```
   Start Date
   10/25/2020
   ```
   ```
   End Date
   10/30/2020
   ```
   ```
   Save Cancel
   ```
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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.