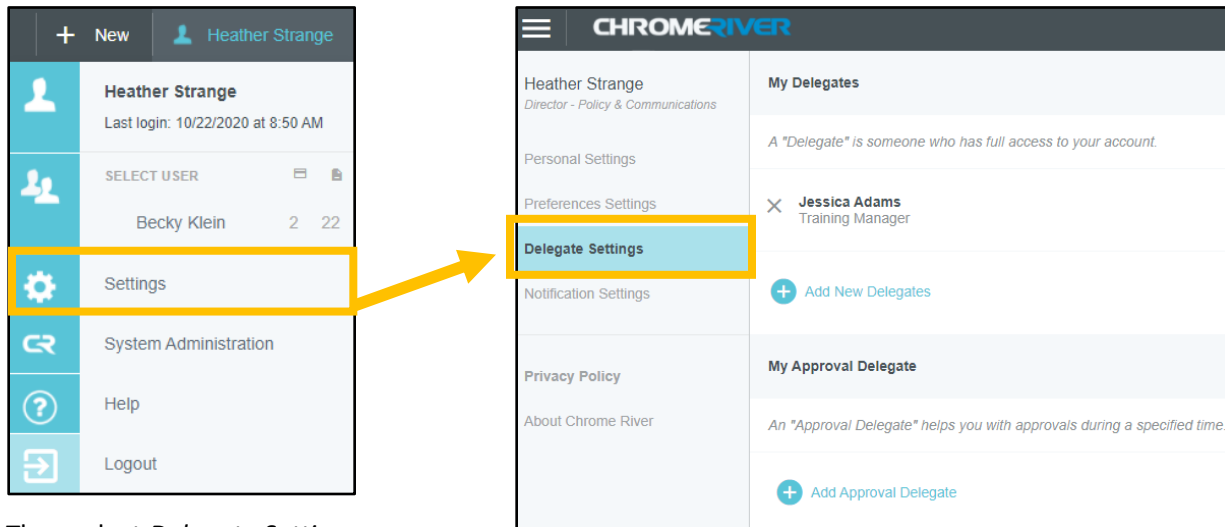


Delegate Role in Mason Finance Gateway

Use this guide to add or edit a **User Delegate** who will have full access to your profile and any 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

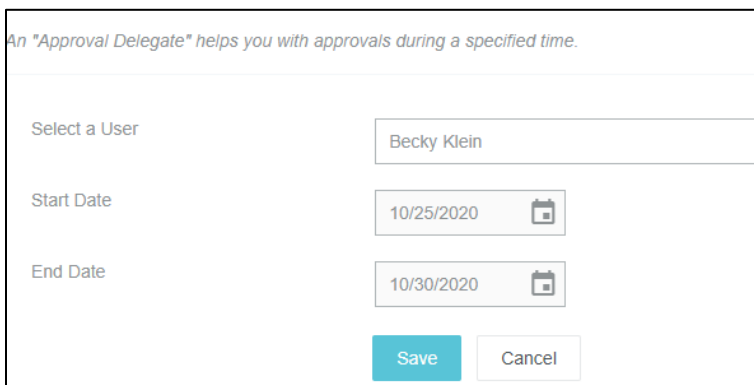
1. Login to the [Mason Finance Gateway](#).
(Single Sign on with 2FA is required, [click here](#) for more info)
2. Click on the user name, in the upper right-hand corner, and select *Settings*.



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.*

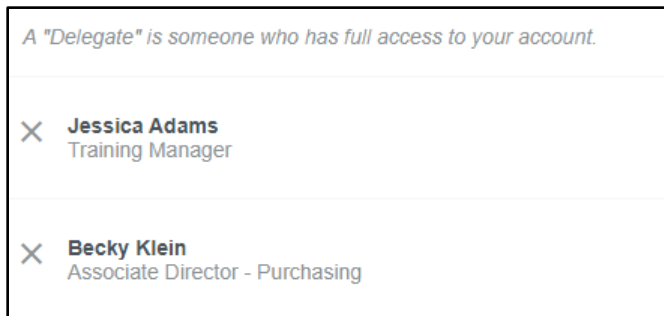


- b. To add an **Approval Delegate**, who may approve documents on your behalf, click on *Add Approval Delegate*. Begin to type the person's name to search and select. Enter a timeframe, then click Save. Do not enter a timeframe that exceeds 12 consecutive months. *Note: Only one approval delegate may be added at one time.*



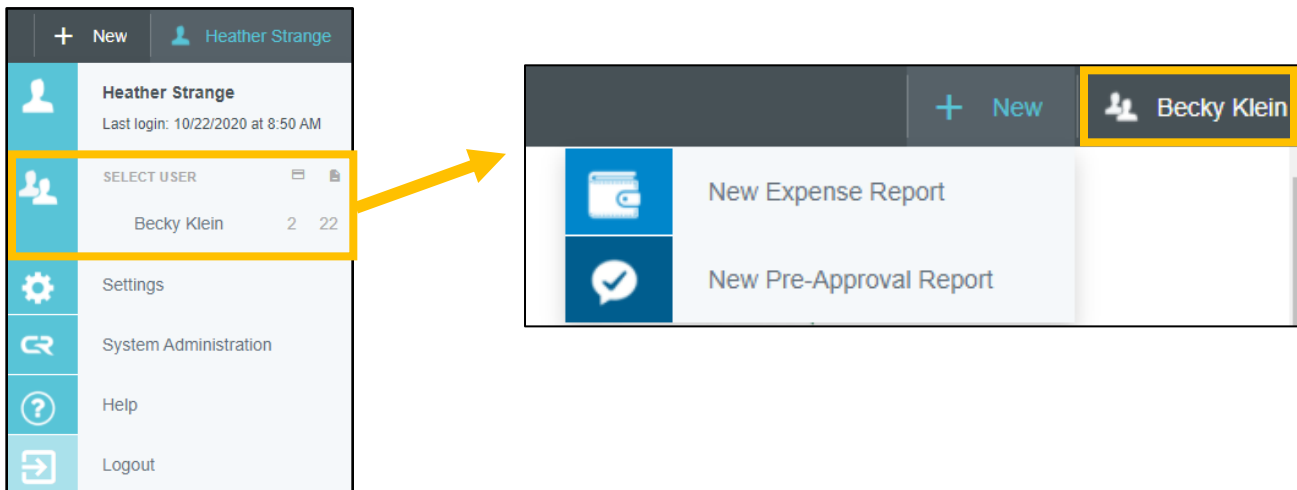
Delegate Role in Mason Finance Gateway

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.