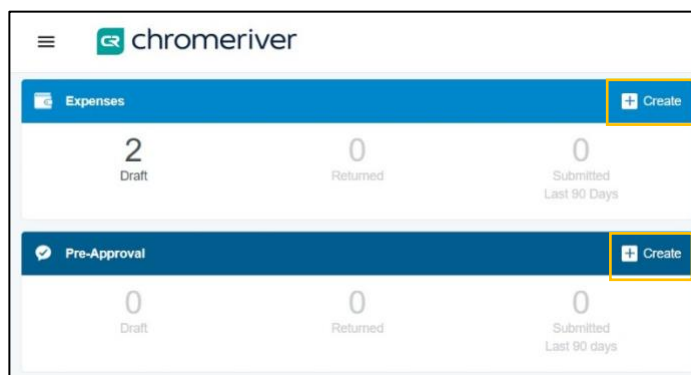


Student, candidate, and other non-employee reimbursements are processed through the Mason Finance Gateway. All payees must have a G number in order to receive reimbursement. Students, candidates and other non-employees do not have access to the system. Mason users will complete a reimbursement on their behalf by selecting *Student or Candidate/Non-employee* on the Expense Report, searching for their G number, adding reimbursable expenses, and uploading receipts. Reimbursements are routed directly to the Org Approver, and when applicable to the International Tax Office, Office of Sponsored Programs, and/or the Office of Research Integrity and Assurance.

All employees are required to complete the Mason Finance Gateway Navigation training prior to receiving access to the system. This training is available in [Mason Leaps](#). Once training is completed you will receive an email with login instructions.

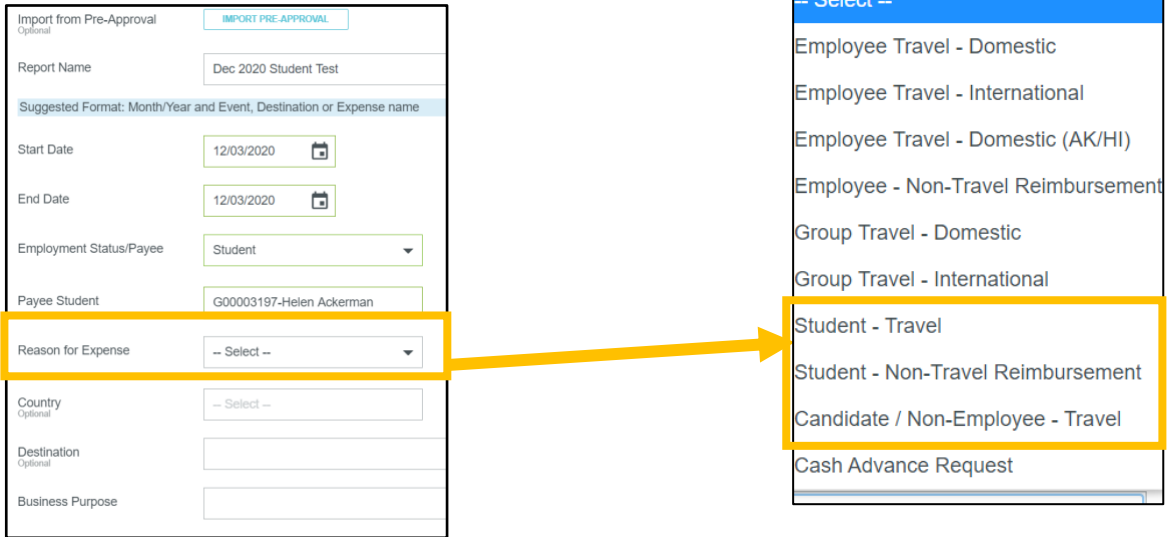
## Getting Started

1. Login to the [Mason Finance Gateway](#). Click *Remember me* for quicker future login attempts. (Single Sign on with 2FA is required, [click here](#) for more info)
2. Once logged in, you will land on the **Dashboard**. To begin a new document, click on **+ New** and then **New Expense Report**. Pre-Approval is not required for students, candidates or non-employees.



3. Complete the report information as follows:
  - a. *Report name*: Enter the report name following the suggested format
  - b. *Start Date and End Date*: Select Start Date and Enter Date of the travel/event for expense(s)
  - c. *Employment Status/Payee*: Select Student or Non-Employee (Answer additional questions for Non-Employee Reimbursements)
  - d. *Payee Student/Non-employee*: Search for G# or name
  - e. *Reason for expense*: Select the appropriate category (Travel or Non-Travel by employment status)
  - f. *Enter Country* (if applicable), *Enter Destination* (if applicable)
  - g. *Enter Business purpose*- Enter detailed description of the nature of the charges. Click **Save**

# Student and Non-Employee Reimbursement



Import from Pre-Approval

Report Name: Dec 2020 Student Test

Suggested Format: Month/Year and Event, Destination or Expense name

Start Date: 12/03/2020

End Date: 12/03/2020

Employment Status/Payee: Student

Payee Student: G00003197-Helen Ackerman

Reason for Expense: -- Select --

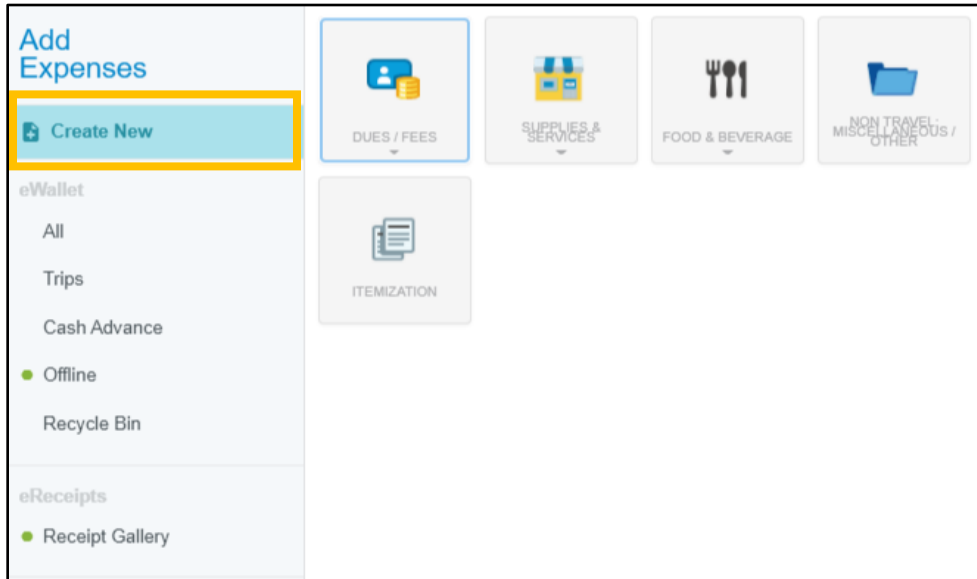
Country: -- Select --

Destination:

Business Purpose:

- Select --
- Employee Travel - Domestic
- Employee Travel - International
- Employee Travel - Domestic (AK/HI)
- Employee - Non-Travel Reimbursement
- Group Travel - Domestic
- Group Travel - International
- Student - Travel
- Student - Non-Travel Reimbursement
- Candidate / Non-Employee - Travel
- Cash Advance Request

- Under **Add Expense**, click **Create New**. Expense tiles will display based on the selected *Reason for Expense*. For example, when Student Non-Travel is selected, you will not see any Travel Expense tiles to select.



**Add Expenses**

**Create New**

eWallet

- All
- Trips
- Cash Advance
- Offline
- Recycle Bin

eReceipts

- Receipt Gallery

DUES / FEES

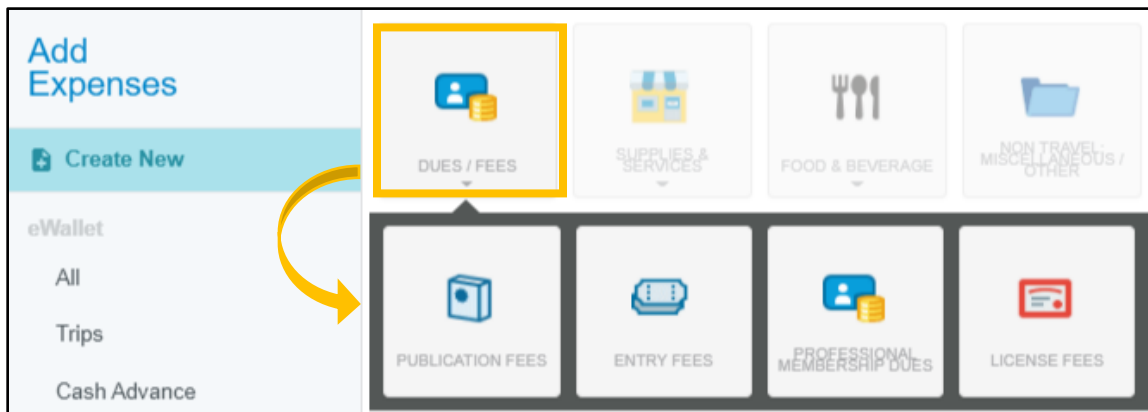
SUPPLIES & SERVICES

FOOD & BEVERAGE

NON TRAVEL MISCELLANEOUS / OTHER

ITEMIZATION

- Specific expense types are grouped together under a main tile. Clicking on a tile, will show more specific expense types if applicable. *Note: Each expense tile is tied to an account code in Banner. Click here for [Tile Guide](#).*



**Add Expenses**

**Create New**

eWallet

- All
- Trips
- Cash Advance

DUES / FEES

SUPPLIES & SERVICES

FOOD & BEVERAGE

NON TRAVEL MISCELLANEOUS / OTHER

PUBLICATION FEES

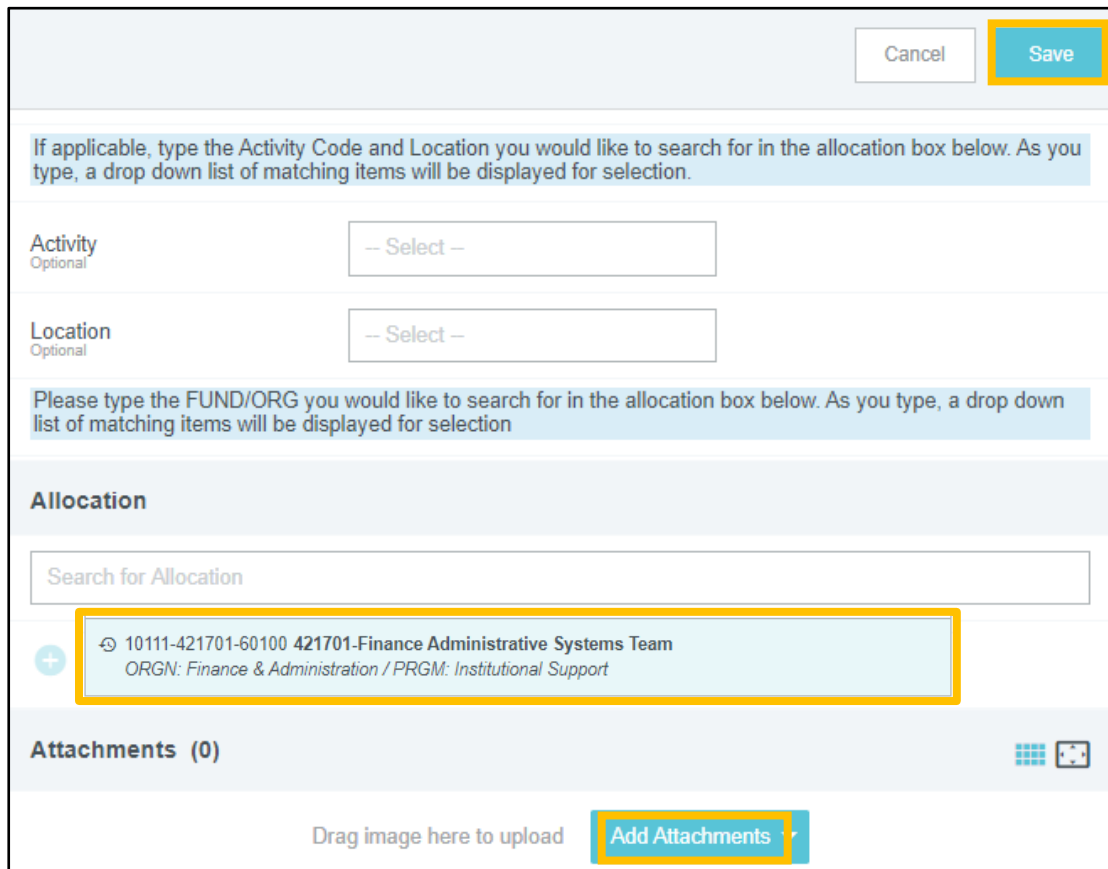
ENTRY FEES

PROFESSIONAL MEMBERSHIP DUES

LICENSE FEES

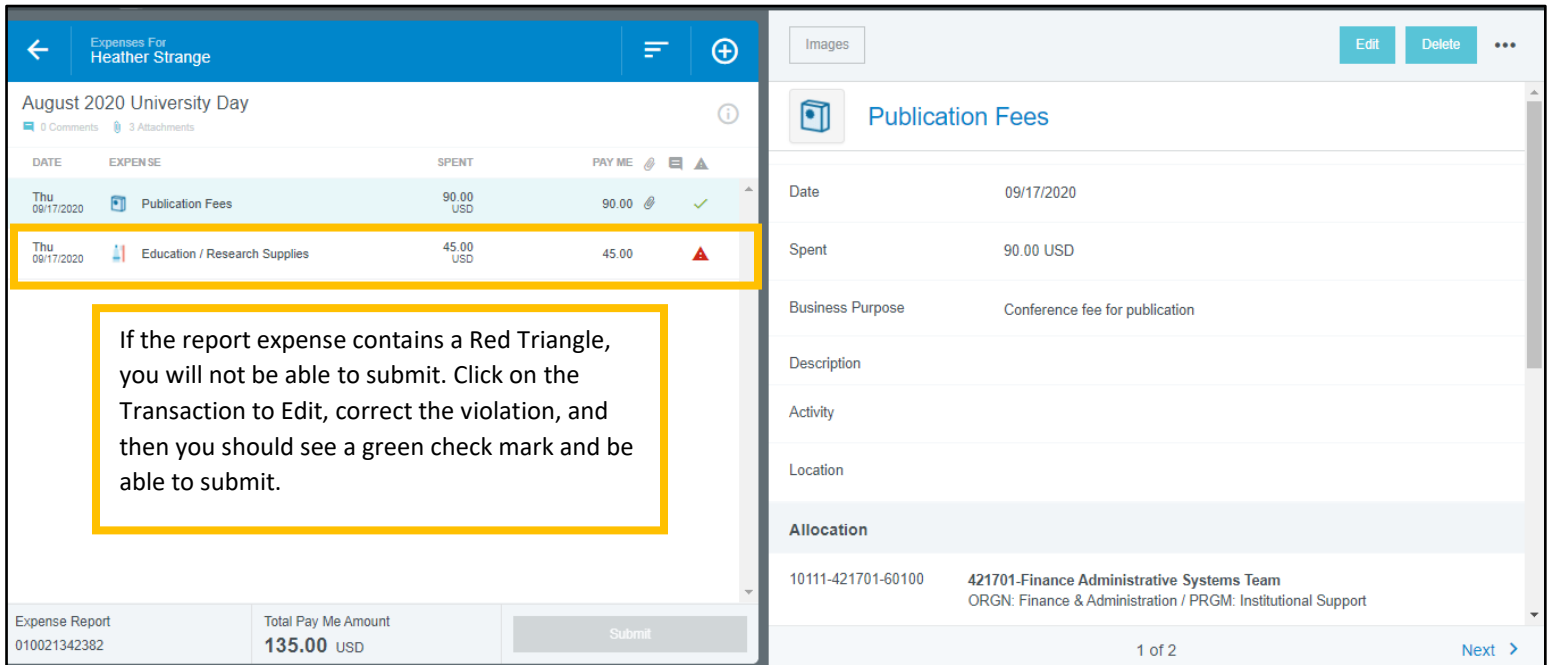
## Student and Non-Employee Reimbursement

6. Select one or more Expense(s) to add to the reimbursement document. Each tile may require different information from the user. Additional compliance warnings and violation are also built into the system.  
**Warning** – lets the user know they not following an established rule, but does not prevent submission.  
**Violation** – prevents the user from continuing and/or submitting the document for approval (hard stop).
7. Each expense requires an **Allocation**. If applicable users may also enter an **Activity** or **Location** code. When you begin typing the Fund/Org, the field will populate with the appropriate Allocation string with will show the full FOAPL information from Banner (line item accounting).
8. Add an **Attachment** (as required by the expense type and any additional documentation). Hint: Review the [Receipt Guide](#) for tips on emailing receipts and using the Snap App.
9. Click **Save** to add the expense to the document. Continue to **Create New Expense**, as desired.



The screenshot displays a web form for creating a reimbursement document. At the top right, there are 'Cancel' and 'Save' buttons. Below this is a light blue instruction box: 'If applicable, type the Activity Code and Location you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection.' This is followed by two optional dropdown menus for 'Activity' and 'Location', both currently showing '-- Select --'. Another light blue instruction box follows: 'Please type the FUND/ORG you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection'. Below this is the 'Allocation' section, which includes a search input field labeled 'Search for Allocation'. A dropdown menu is open, showing a single selection highlighted with a yellow border: '10111-421701-60100 421701-Finance Administrative Systems Team' with the subtext 'ORGN: Finance & Administration / PRGM: Institutional Support'. Below the allocation section is the 'Attachments (0)' section, which includes a 'Drag image here to upload' area and an 'Add Attachments' button.

10. Once all expenses have been added to the reimbursement document review the ledger on the left side of the screen. *Note: If a Warning or Violation is displayed please go back to review and make a correction.*

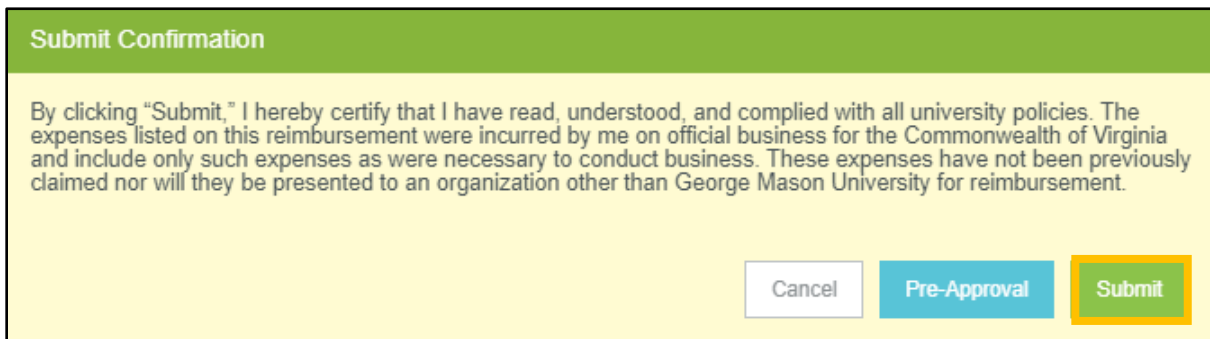


The screenshot shows the 'Expenses For Heather Strange' interface. On the left, a ledger lists two expenses: 'Publication Fees' (90.00 USD) and 'Education / Research Supplies' (45.00 USD). The latter has a red triangle icon, indicating a violation. A yellow box highlights this row with the following text:

If the report expense contains a Red Triangle, you will not be able to submit. Click on the Transaction to Edit, correct the violation, and then you should see a green check mark and be able to submit.

The right side of the screen shows the details for the 'Education / Research Supplies' expense, including the date (09/17/2020), amount (90.00 USD), and business purpose (Conference fee for publication). The 'Allocation' section shows the expense is assigned to the '421701-Finance Administrative Systems Team'.

11. Click **Submit**. Review the certification and then click **Submit** again.

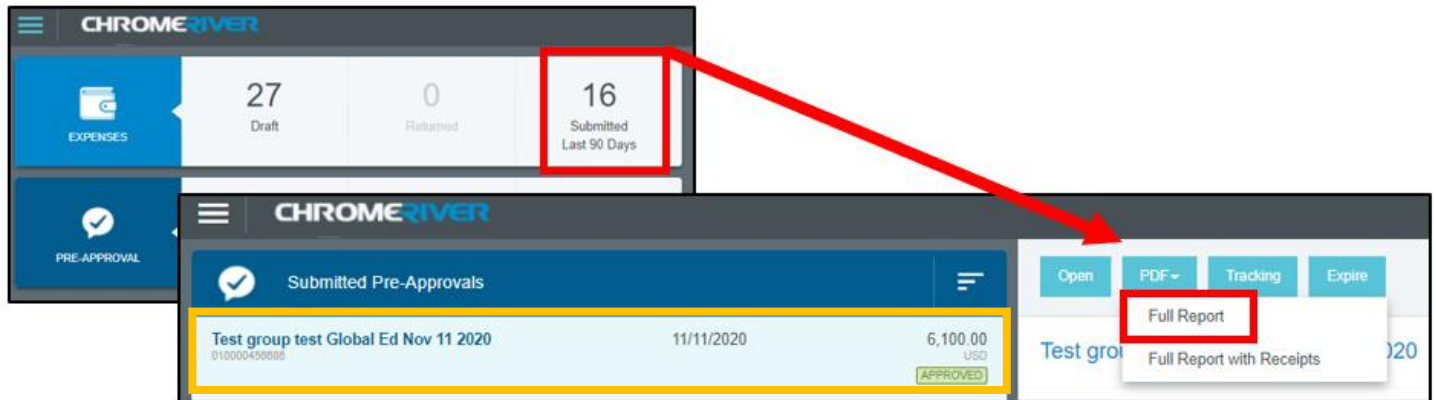


The 'Submit Confirmation' screen displays the following certification statement:

By clicking "Submit," I hereby certify that I have read, understood, and complied with all university policies. The expenses listed on this reimbursement were incurred by me on official business for the Commonwealth of Virginia and include only such expenses as were necessary to conduct business. These expenses have not been previously claimed nor will they be presented to an organization other than George Mason University for reimbursement.

At the bottom of the screen, there are three buttons: 'Cancel', 'Pre-Approval', and 'Submit'. The 'Submit' button is highlighted with a yellow border.

12. The Document will be routed to the Org Approver. *Note: Additional routing is built into the system for OSP, ORIA, and International Tax, and will route accordingly.*
13. Once approved, the department should send a copy of the reimbursement request to the student or non-employee for their records. To access the PDF, login to your profile, go to Submitted Expenses, and click on the reimbursement title. You may save the report to your computer and email to the recipient.



The screenshot displays the CHROME RIVER interface. At the top, there are three summary boxes: 'EXPENSES' with 27 Draft items, 'Returned' with 0 items, and 'Submitted Last 90 Days' with 16 items. A red box highlights the 'Submitted Last 90 Days' box, with a red arrow pointing to the 'Submitted Pre-Approvals' table below. The table has a header 'Submitted Pre-Approvals' and a list of entries. The first entry is highlighted in yellow and shows 'Test group test Global Ed Nov 11 2020' with a date of '11/11/2020' and an amount of '6,100.00 USD'. To the right of the table, there are action buttons: 'Open', 'PDF', 'Tracking', and 'Expire'. A dropdown menu is open under the 'PDF' button, with 'Full Report' and 'Full Report with Receipts' options. A red box highlights the 'Full Report' option.

Submitted Pre-Approvals		
Test group test Global Ed Nov 11 2020 010000450888	11/11/2020	6,100.00 USD APPROVED

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](mailto:mfgadmin@gmu.edu). For questions on travel please contact [travel@gmu.edu](mailto:travel@gmu.edu), for non-travel please contact [acctpay@gmu.edu](mailto:acctpay@gmu.edu).