



GEORGE MASON UNIVERSITY  
FOUNDATION, INC.

# GMUF Employee Reimbursements

## *through Mason Finance Gateway*

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*October 26, 2023 at 11am*  
*November 8, 2023 at 2pm*



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## Overview

The Foundation and GMU have partnered to allow employee reimbursements paid with Foundation funds to be processed through Mason Finance Gateway beginning July 17<sup>th</sup>. No more paper checks for employee reimbursements – the funds will be direct deposited to your account.



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## Goal

100% of employee reimbursements with Foundation funds are processed through Mason Finance Gateway by November 1, 2023



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## What is different?

- ➡ Submit reimbursement requests through MFG, no more vouchers
- ➡ Training required to access the MFG (*located in Mason Leaps*)
- ➡ Progress of your request can be tracked in MFG
- ➡ GMU L5 signers will approve the request
- ➡ You will receive electronic payments rather than checks
- ➡ Quicker reimbursement processing time



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## What is the same?

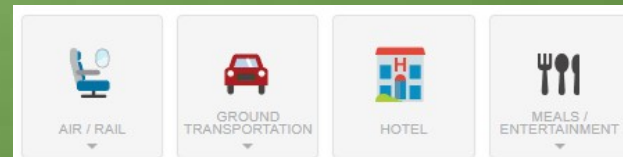
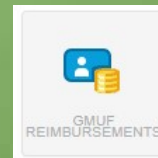
- ➡ Foundation expense reimbursement and travel policies apply
- ➡ The same supporting documentation is required
- ➡ Expenses will appear in Foundation Accounts Online
- ➡ Must provide your Foundation project/account #



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## Information to Know

- Use the 'GMUF Reimbursements' tile for all non-travel expenses
- Use Travel tiles for all expenses related to out-of-town travel
- Must enter Foundation six digit account/project code on ALL expenses (*not optional, REQUIRED for GMUF expenses*)



Enter your GMUF Project  
Number (6 Digits):  
Optional



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## Information to Know

- '85071' Foundation's GMU fund
- Enter 85071, then look for your school (*most only have one selection*)
- Org codes are used for approval routing only
- Org will not be charged

### Allocation

85071|

⌚ 85071-M10510-88880 **GMUF Travel and Expense / Academic Administration**  
GMUF Travel and Expense / Academic Administration / Agency Funds

⌚ 85071-M12061-88880 **GMUF Travel and Expense / Honors College**  
GMUF Travel and Expense / Honors College / Agency Funds

85071-M10643-88880 **GMUF Travel and Expense / DEI Office**  
GMUF Travel and Expense / DEI Office / Agency Funds

85071-M10860-88880 **GMUF Travel and Expense / COS Dean Administration**  
GMUF Travel and Expense / COS Dean Administration / Agency Funds

85071-M11129-88880 **GMUF Travel and Expense / Human Resources Administration**  
GMUF Travel and Expense / Human Resources Administration / Agency Funds

GMUF Travel and Expense / Human Resources Administration / Agency Funds

85071-M11129-88880 GMUF Travel and Expense / Human Resources Administration

GMUF Travel and Expense / COS Dean Administration / Agency Funds



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# Non-Travel Expenses

## GMUF Non-Travel Reimbursements Tile



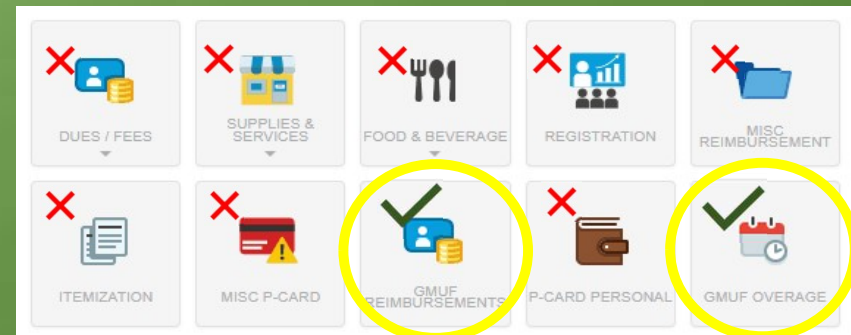
- Important to use, includes a drop down list of GMUF general ledger codes

-- Select --

-- Select --

- GL7205 - Data Services and Computer Operations - 73760
- GL7206 - Catering Services - 73640
- GL7207 - Website Development, Hosting, and Maintenance- 73775
- GL7208 - Events Management (linens and event flowers) - 73020
- GL7211 - Electronic IT Subscriptions - 73695
- GL8001 - Parking: Local, Non-Travel - 73820
- GL8002 - Gifts: Non-Employee, Employee <\$100 - 78131
- GL8005 - Supplies: Office and Events - 74120
- GL8006 - Telephone and Telecom Services - 73160
- GL8007 - Postage and Shipping - 73144
- GL8008 - Printing and Photocopying - 73150
- GL8009 - Research, Research Materials, and Publication Fees - 74741
- GL8010 - Staff Training and Professional Development - 61945
- GL8011 - Dues and Memberships - 73210
- GL8012 - Subscriptions - 73220
- GL8013 - Business Meals: Local, Non-Travel - 73880
- GL8014 - Travel: Faculty-Staff - 73830
- GL8017 - Entertainment Activities - 73689
- GL8018 - Conference Hosting - 73890

- Other tiles do not include drop-down







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## Non-Travel Expense Documentation

Documentation requirements remain the same, expenses should always include:

- Detailed *itemized* receipt
- Business purpose of expense (*Who? What? Why? Where? When?*)
- Business Meals or Catering  
In addition to above, include: credit card slip, list of attendees, location, description/event, tip no more than 20%
- Conference/training  
In addition to above, include conference name, purpose, and agenda
- Employee/Student Gift Cards (any amount) or gifts >\$100  
In addition to above, include name, G#, amount, and purpose

REMINDER: all contractual payments, honorariums, third-party payments, or event costs should be paid directly to the vendor through GMUF voucher process.

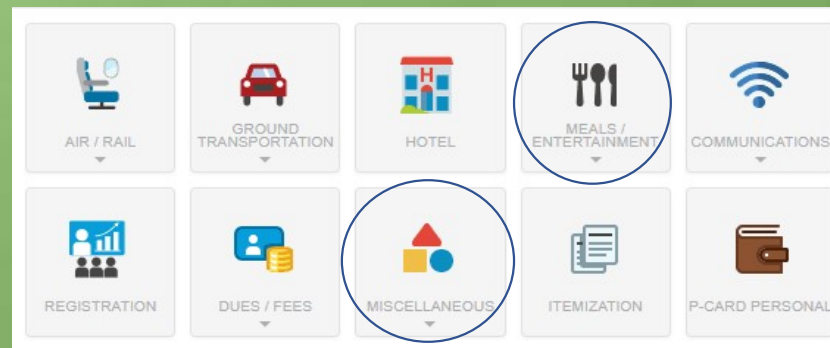


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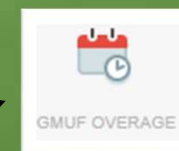
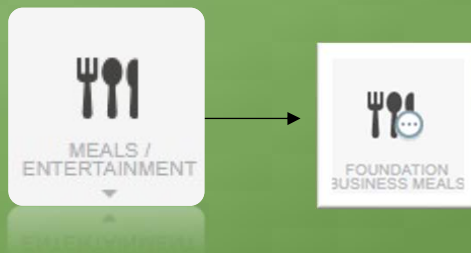
# Travel Expenses

## Travel Tiles

- Use the same travel tiles for GMUF travel that is Used for GMU travel



- There are 3 GMUF specific travel tiles



Includes dropdown menu of GMUF GL codes



Travel reimbursements prior to travel dates



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## Travel Documentation

Documentation requirements remain the same, travel expenses should always include:

- Hotel folio *(include itemized receipt for meals listed on the folio)*
- Reason for travel
- Transportation - receipts should include dates of travel, seating charges, baggage fees, etc.
- Business Meals or Catering during travel  
Itemized receipt, credit card slip, list of attendees, location, business purpose, tip *(20% or less)*
- Conference or training agenda
- Foreign travel – credit card documentation showing currency conversion information

*Additional documentation may be required for unusual circumstances. The above list should be used as a guide. See our expense and travel policy for more detailed information.*



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## Overage Tile



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## Reminders

Your expense reimbursement request will be returned/rejected if :

1. Required supporting documentation is not included
2. Valid business purpose is not stated
3. Valid SIX digit project/account code is not recorded  
*(include leading zeros, do not include 02/04 designation)*
4. A GMU tile is used for non-travel expenses
5. GMU P-card is used for Foundation expenses



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## Policies and Related Forms

### Foundation Policies

GMUF Disbursement Policy  
GMUF Expense Reimbursement and Travel Policy  
GMUF Gift Acceptance Policy  
GMU Gift Acceptance Policy

### Foundation Forms

Gift in Kind Procedures  
Gift in Kind Transmittal Form  
GMUF JE Request Form  
GMUF Travel Expense Reimbursement Form  
GMUF Sales Tax Memo and Certificate  
GMUF Stock Donation Instructions  
GMUF Stock Donations Transfer Form  
GMUF Multi-Student Scholarship Form  
GMUF Tax Accountability Letter  
GMUF current signed W9  
GMUF current signed VA W9  
GMU Independent Contractor Evaluation Form  
GMU Sole Source Checklist  
GMUF General Ledger Codes for Voucher Prep  
GMUF Voucher (Fillable)  
IRS Form W9 (blank)  
Wire Transfer Form (Fillable)  
GMUF Missing Receipt Affidavit BoA Works Credit Card (Fillable)  
GMUF Missing Receipt Affidavit for Reimbursements (Fillable)

All current Foundation policies and forms are located at

<http://foundation.gmu.edu/forms/>



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Questions?

**Please reach out to our office at any time with questions!**

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