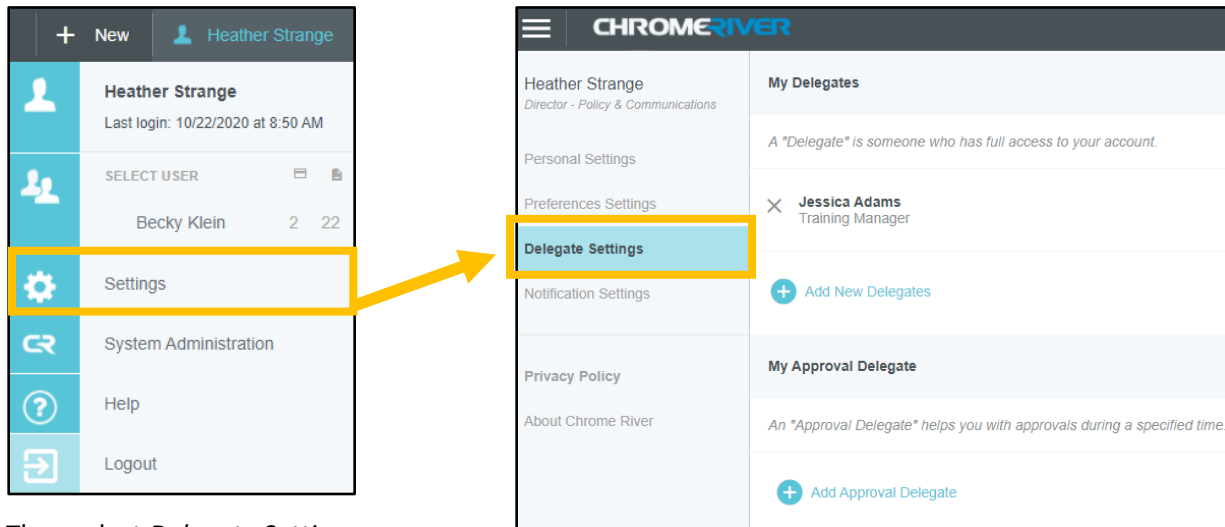# Delegate Role in Mason Finance Gateway

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. 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.
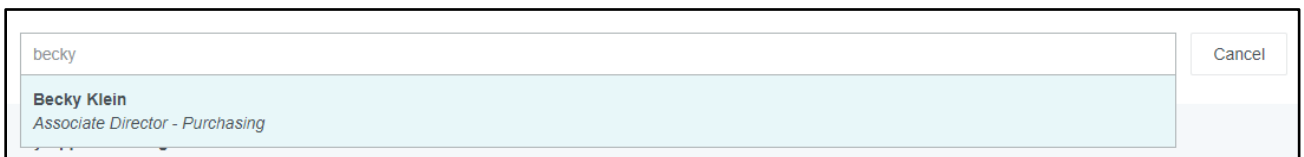
Add or Edit a Delegate

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.*
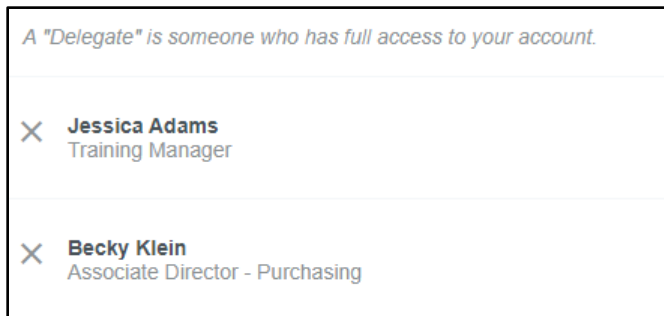
CEHD MFG DELEGATES

GRANT FUNDED TRAVEL & EXPENSE REIMBURSEMENTS

September 2021

DELEGATE	PROJECT NAME	PRINCIPAL INVESTIGATOR	CEHD UNIT
BJ Durso bdurso@gmu.edu	VDOE ASELA	Pamela Baker	Special Ed/Kellar
Tracey Holder-Wallace tholderw@gmu.edu	OSEP WEGORIITE	Anya Evmenova	Special Ed/Kellar
	OSEP ASPIRE	Peggy King-Sears & Anya Evmenova	
	OSEP DEEL	Sheri Berkeley	
	OSEP PRISE, IES FRAME, OSEP VERIFY	Sarah Nagro	
	IES Project Explore & VDOE TTAC EC	Linda Mason	
	VDOE TTAC Main	Peggy Weiss	
	VDOE VI	Kim Avila	
	VDOE SD & AIM	Marci Jerome	
	VDOE DCOP & Endorsement	Kelley Regan	
Laura Kim lkim22@gmu.edu	CIES 2022	Supriya Baily	APTDIE/CIE
	USEd ExCEL-Ignite	Anne Horak	APTDIE/CIE
	NSA StarTalk	Marjorie Haley	APTDIE/CIE
	FHI360 TEYL GOC & MOOC, Uzbekistan DOS Projects	Joan Shin	APTDIE/GOTEC

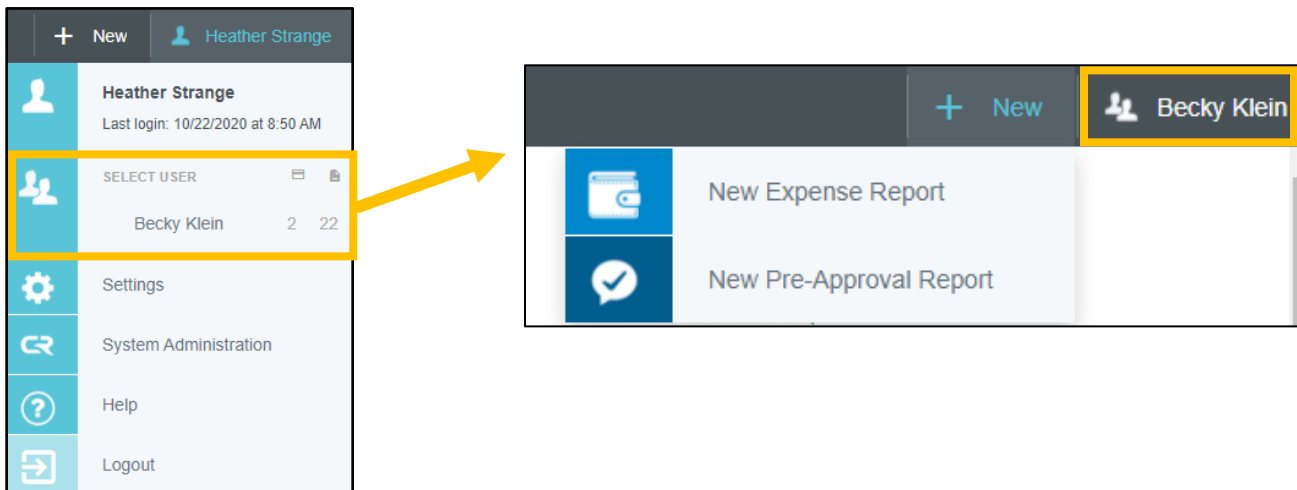|			
Laura Kim lkim22@gmu.edu	NSF Math Model & VDOE Bridging Math	Jenn Suh	APTDIE/MEC
	NSF IPA	Toya Frank	APTDIE/MEC
	IIIT/Integrating Art & Music	Shelly Wong	APTDIE
	NSF & Amazon Projects	Amy Hutchison	ELS
	NSF CS Project	Erdogan Kaya	ELS
	NSF & NTN Projects	Erin Peters-Burton	ELS/CSE2
	DHS & MITRE Projects	Stephanie Dailey	CFCE
	NSF BEES	Carley Fisher- Maltese	CFCE/CSE2
	NSF BCSER Project	Sammy Steen	CFCE/DRAC
	VDH, PWCS & UF Projects	Shane Caswell	SOK/SMART
	Foxcroft & Wakefield Projects	Joel Martin	SOK/SMART
Kim Howe khowe1@gmu.edu	BFK & IBO Projects	Anastasia Kitsantas	EPRM
	APA Mixed Methods	Divya Varier	EPRM
	Spencer Good Schools Project	David Houston	ELP/EPF
	Profiles into Practice Projects (JFF & UVA)	Mark Ginsberg & Betsy Demulder	ELP/EPF

4. To delete a previously added Delegate, click on the **X** next to their name. This will revoke their access.

A "Delegate" is someone who has full access to your account.

✕   **Jessica Adams**
    Training Manager

✕   **Becky Klein**
    Associate Director - Purchasing

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.