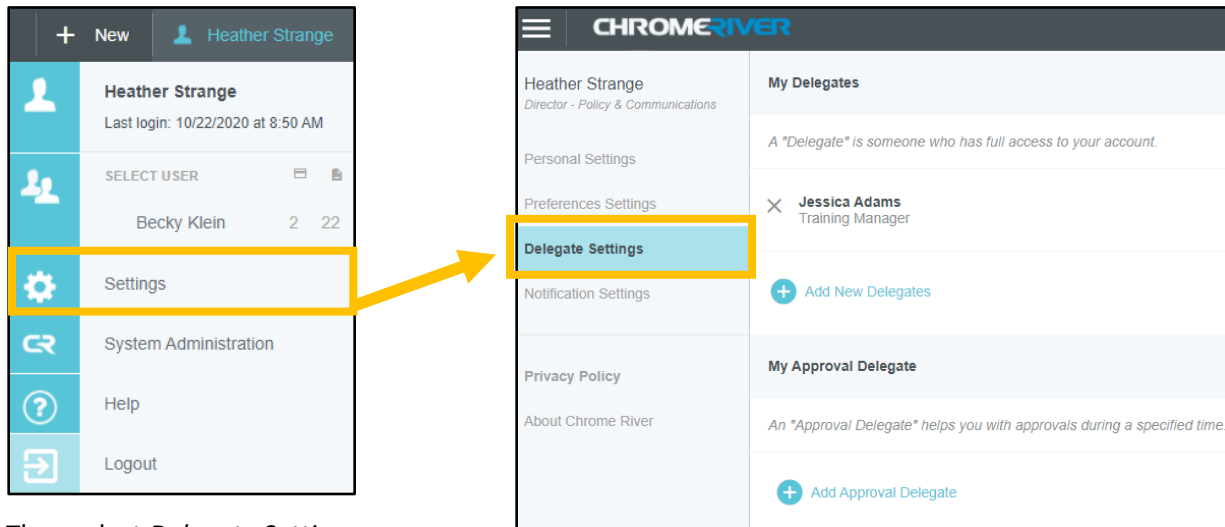


Delegate Role in Mason Finance Gateway

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](#).

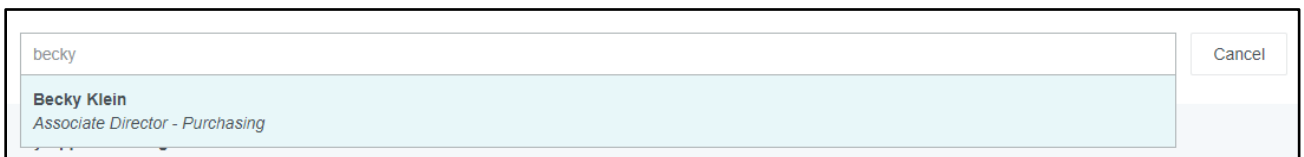
Add or Edit a Delegate

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*.



The screenshot shows two parts of the user interface. On the left is a user profile card for Heather Strange, Director - Policy & Communications, with a last login of 10/22/2020 at 8:50 AM. Below the profile is a 'SELECT USER' dropdown menu showing 'Becky Klein' with a '2 22' indicator. A yellow box highlights the 'Settings' option in this menu, with a yellow arrow pointing to the right. On the right is the 'CHROME RIVER' settings page. The left sidebar contains options: Personal Settings, Preferences Settings, Delegate Settings (highlighted with a yellow box), Notification Settings, Privacy Policy, and About Chrome River. The main content area shows 'My Delegates' with a definition: 'A "Delegate" is someone who has full access to your account.' Below this is a list of delegates, including 'Jessica Adams' (Training Manager). There are two buttons: '+ Add New Delegates' and '+ Add Approval Delegate'.

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.*



The screenshot shows a search input field containing the text 'becky'. Below the input field is a dropdown list of search results. The first result is 'Becky Klein' with the title 'Associate Director - Purchasing'. To the right of the search input field is a 'Cancel' button.

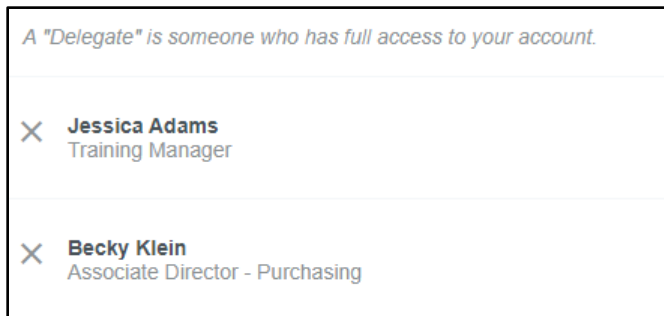
CEHD MFG DELEGATES
GRANT FUNDED TRAVEL & EXPENSE REIMBURSEMENTS
September 2021

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

<p>Laura Kim kim22@gmu.edu</p>	<p>NSF Math Model & VDOE Bridging Math</p> <p>NSF IPA</p> <p>IIIT/Integrating Art & Music</p> <p>NSF & Amazon Projects</p> <p>NSF CS Project</p> <p>NSF & NTN Projects</p> <p>DHS & MITRE Projects</p> <p>NSF BEES</p> <p>NSF BC SER Project</p> <p>VDH, PWCS & UF Projects</p> <p>Foxcroft & Wakefield Projects</p>	<p>Jenn Suh</p> <p>Toya Frank</p> <p>Shelly Wong</p> <p>Amy Hutchison</p> <p>Erdogan Kaya</p> <p>Erin Peters-Burton</p> <p>Stephanie Dailey</p> <p>Carley Fisher-Maltese</p> <p>Sammy Steen</p> <p>Shane Caswell</p> <p>Joel Martin</p>	<p>APTDIE/MEC</p> <p>APTDIE/MEC</p> <p>APTDIE</p> <p>ELS</p> <p>ELS</p> <p>ELS/CSE2</p> <p>CFCE</p> <p>CFCE/CSE2</p> <p>CFCE/DRAC</p> <p>SOK/SMART</p> <p>SOK/SMART</p>
<p>Kim Howe khowe1@gmu.edu</p>	<p>BFK & IBO Projects</p> <p>APA Mixed Methods</p> <p>Spencer Good Schools Project</p> <p>Profiles into Practice Projects (JFF & UVA)</p>	<p>Anastasia Kitsantas</p> <p>Divya Varier</p> <p>David Houston</p> <p>Mark Ginsberg & Betsy Demulder</p>	<p>EPRM</p> <p>EPRM</p> <p>ELP/EPF</p> <p>ELP/EPF</p>

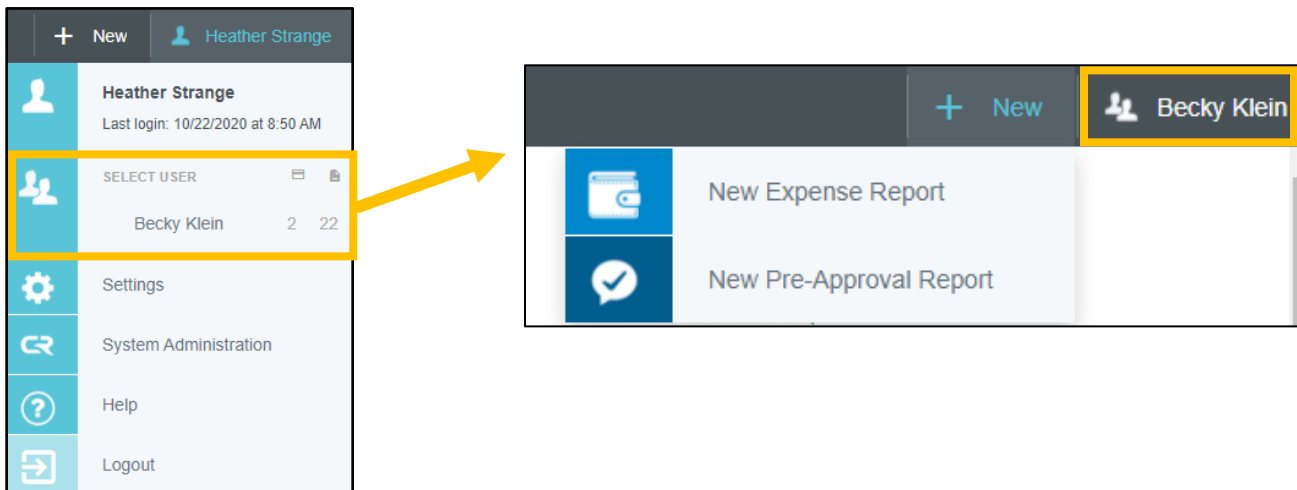
Delegate Role in Mason Finance Gateway

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



Submit as a Delegate

- To submit a reimbursement on behalf of someone else, the user must already have added you as a **Delegate**.
- Login to the [Mason Finance Gateway](#).
(Single Sign on with 2FA is required, [click here](#) for more info)
- 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.