

From: [College of Education and Human Development](#) on behalf of [Jessica Guzzo](#)
To: CEHD-L@LISTSERV.GMU.EDU
Subject: Mason Finance Gateway – Grant Funded Travel & Expense Reimbursements
Date: Wednesday, September 15, 2021 6:04:15 PM
Attachments: [image001.png](#)
[MFG-Mandatory-Training-Guide.pdf](#)
[MFG Delegate Role Setup Instructions.pdf](#)
[CEHD Travel Request Guide - September 2021.docx](#)

Dear Colleagues:

Earlier this year, the university rolled out the Mason Finance Gateway (MFG) as the new system for processing travel and expense reimbursements with the goal of transitioning the processing of many types of financial transactions through the MFG in the near future. The new MFG system behaves a bit differently in how it routes transactions and collects approvals and after speaking with many of our research active faculty and support team members, the following guidance has been developed for GRANT FUNDED transactions.

Faculty, GRAs, and Hourly Wage employees that will be seeking reimbursement from Grant Funds will need to do the following prior to incurring any expenditures:

- Take the Mason Finance Gateway Mandatory Training – instructions are attached and this only has to be completed once
- Setup your MFG Delegate(s) – instructions are attached and this only has to be completed once. CEHD assigned delegates are listed on pages 2-3 and the system will allow you to have multiple delegates.
- Moving forward please feel free to use the attached CEHD Travel Request Guide to communicate your anticipated grant funded Travel or Expense reimbursement needs to your MFG Delegate who will use the information provided to obtain the required Principal Investigator & CEHD Office of Research Administration prior approvals to proceed with submitting the official requests thru MFG on your behalf. The delegate will let you know which receipts and documentation will be needed for reimbursement and in some cases may be able to use their p-card to make the purchase for you (i.e. pre-pay conference registration or airfare)

CEHD assigned delegates can be found on pages 2-3 of the attached MFG Delegate Role Setup Instructions. GRAs & Wage employees should select the delegate that is assigned to the PI of their project. The system will allow you to setup multiple delegates so faculty can have a delegate for Grant Funded transactions and a delegate for non-grant funded transactions. We strongly recommend that you use a delegate for any grant funded transactions that need to be processed through the MFG. Delegates use this complicated system on a daily basis and are much more familiar with how it behaves.

Please keep in mind that most externally funded grants have several additional compliance requirements and restrictions, so it is imperative that no matter the amount of the proposed travel

or expense, that our Principal Investigators and Office of Research Administration personnel have the opportunity to review and approve externally funded grant expenditures prior to the expense being incurred. Copies of the attachments and this email will be added to the Travel section of the Post-Award Support page of the [CEHD Office of Research Administration](#) website.

We hope this guidance and the attachments are helpful. If there are any questions or concerns please feel free to reach out to your delegate or the cehdora@gmu.edu and we'll be happy to help.

Best,
Jessica



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