

Submitting for Mileage Reimbursement in Mason Finance Gateway

For the Office of Teacher Preparation

Prior to submitting for mileage reimbursement, ensure that the [Mandatory Mason Finance Gateway Basic Navigation Training](#) through Mason Leaps has been completed.

Begin on George Mason University Fiscal Service website for [Mason Finance Gateway](#)

Use the **Quick Links** log in for Mason Finance Gateway (MFG)

Mason Finance Gateway

[HOME](#) / [MASON FINANCE GATEWAY](#)

The Mason Finance Gateway (MFG), powered by Chrome River, is George Mason University's expense management system.

Training Requirement for Mason Finance Gateway System Access

All employees (expense owner, payee, delegates, and approvers) are required to complete the Mason Finance Gateway (MFG) Navigation training before receiving access. This 30-minute online training provides users with an understanding of how to navigate the new system. To access the training go to <https://masonleaps.gmu.edu/> and login with your NetID and password. Locate the training under the "Required Training" tab. Or use the following direct link to access the training in MasonLEAPS (active employees):

[Mandatory Mason Finance Gateway Basic Navigation Training](#)

All active Employees – GRAs, GTAs, faculty, and staff (classified, and non-student wage) – will have access to the MFG and upon completion of the training, are able to utilize the system but must first complete the required training to submitting allocations, requesting or approving reimbursement for business expenses. Please allow 2 business days for full access. Please note: You will not receive an email. You should be able to log-in using your Mason credentials 2-business days after completing the training in MasonLEAPS.

Quick Links

[MASON FINANCE GATEWAY LOGIN](#)

[MFG SYSTEM STATUS](#)

[MFG FAQ](#)

[TRAVEL OFFICE](#)

[P-CARD PROGRAM](#)

[MFG – L5 ORG APPROVER REQUEST FORM](#)

[GMU FOUNDATION FORMS AND RESOURCES](#)

On the home page of MFG, select the + Create button

emburse enterprise Madelenne Garcia
George Mason University

eWallet

Unused Items
2 Credit Card Items
0 Receipts
VIEW ALL 2 UNUSED ITEMS

Expenses + Create

1 Draft 0 Returned View All Submitted

Pre-Approval + Create

0 Draft 0 Returned View All Submitted

GEORGE MASON UNIVERSITY

Welcome to the Mason Finance Gateway!

Please use the help guides at the bottom of this page for step-by-step instructions and informative videos on how to process your request. The [Mason Travel Manual](#) and additional quick guides are available at <https://fiscal.gmu.edu/mason-finance-gateway/>. **Reimbursement Due Dates:** Reimbursement requests and all supporting documentation must be submitted through the Mason Finance Gateway within 60 days of trip or event completion. Reimbursements submitted more than 60 days after trip or event completion are subject to taxation per the Internal Revenue Service (IRS).

-Emburse Enterprise users may use Emburse Enterprise Mobile to effortlessly create expenses. Users simply take a photo of each receipt with their smartphones and, with just a few taps, upload them to Emburse Enterprise to have expenses automatically created and categorized. Receipts are then accessible at any time, on any device. To get started, users may navigate to the US Apple App Store or Google Play Store and search for "Emburse Enterprise Mobile." Complete details on installing and using the app may be found in [Download and Log In to Emburse Enterprise Mobile](#). Users may also take a photo of one or more receipts using their phones' camera and email them to receipt@ca1.chromeriver.com. The receipts will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Profile Menu under Preferences. Please review the [Receipt Guide](#) for additional instructions.

An expense report draft will display, enter in the prompted information. Please see below.

emburse enterprise Madelenne Garcia
George Mason University

Expenses For Madelenne Garcia

Import from Pre-Approval IMPORT PRE-APPROVAL

Report Name

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

Start Date

End Date

Employment Status/Payee Employee

Reason for Expense -- Select --

Country -- Select --

Destination

Business Purpose Details/Explanation

Expense Report Total Pay Me Amount **0.00 USD** Submit

emburse enterprise

Madelenne Garcia
George Mason University

Expenses For Madelenne Garcia

M19699 Univ Sup M. Garcia April 2025

DATE EXPENSE SPENT PAY ME

You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.

Add Expense

Expense Report Total Pay Me Amount
0.00 USD

Expenses For Madelenne Garcia

Import from Pre-Approval Optional [IMPORT PRE-APPROVAL](#)

Report Name M19699 Univ Sup M. Garcia April 2025

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

Start Date 04/01/2025

End Date 04/30/2025

Employment Status/Payee Employee

Reason for Expense Employee Travel - Do...

Country United States

Destination Schools in Northern Virginia

Business Purpose Details/Explanation University Supervisor to CEHD students in internships

Cancel Save

When the information is entered, click the **Save** button. A new page will populate to add your travel.

Select **Add Expenses** and **Ground Transportation**.

emburse enterprise

Madelenne Garcia
George Mason University

Expenses For Madelenne Garcia

M19699 Univ Sup M. Garcia April 2025

DATE EXPENSE SPENT PAY ME

You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.

Add Expense

Expense Report Total Pay Me Amount
010044481799 0.00 USD

Submit

Add Expenses

Create New

AIR / RAIL

GROUND TRANSPORTATION

LODGING

MEALS / ENTERTAINMENT

COMMUNICATIONS

REGISTRATION

DUES / FEES

MISCELLANEOUS

ITEMIZATION

P-CARD PERSONAL

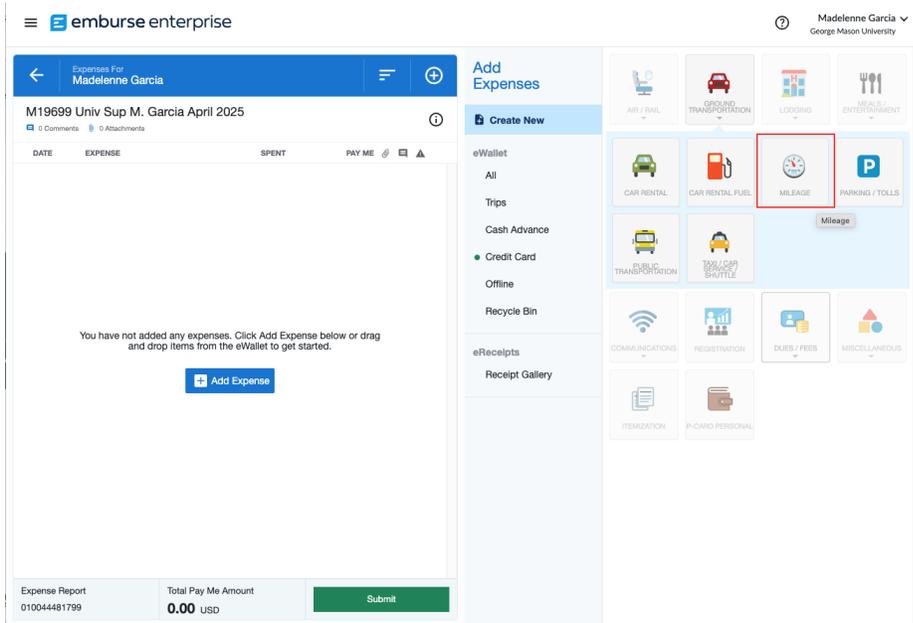
eWallet

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

eReceipts

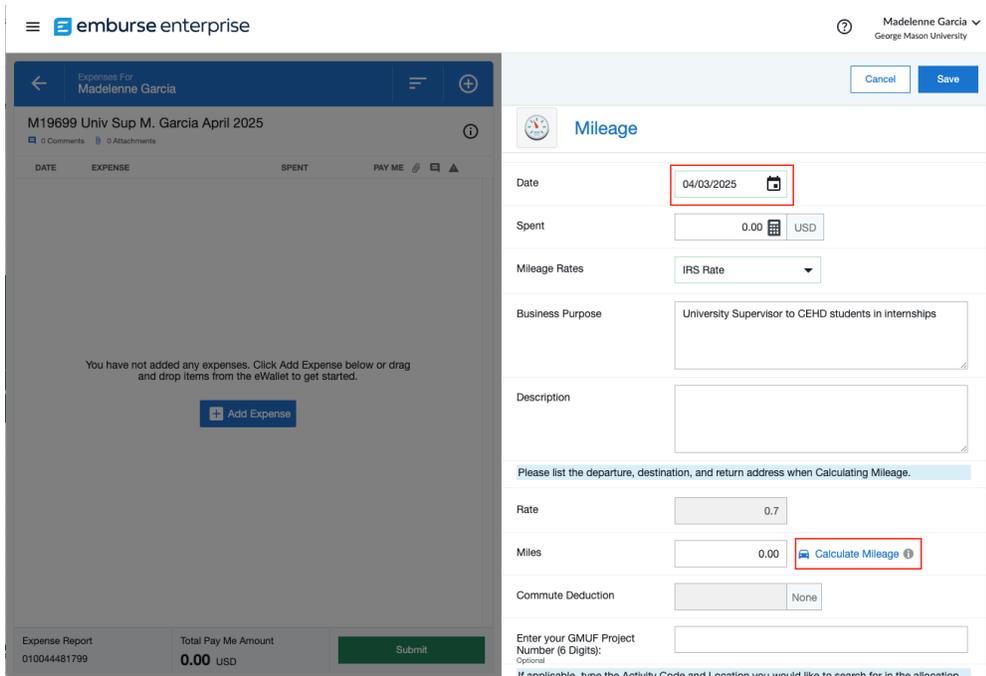
Receipt Gallery

An option page will populate, select **Mileage**.

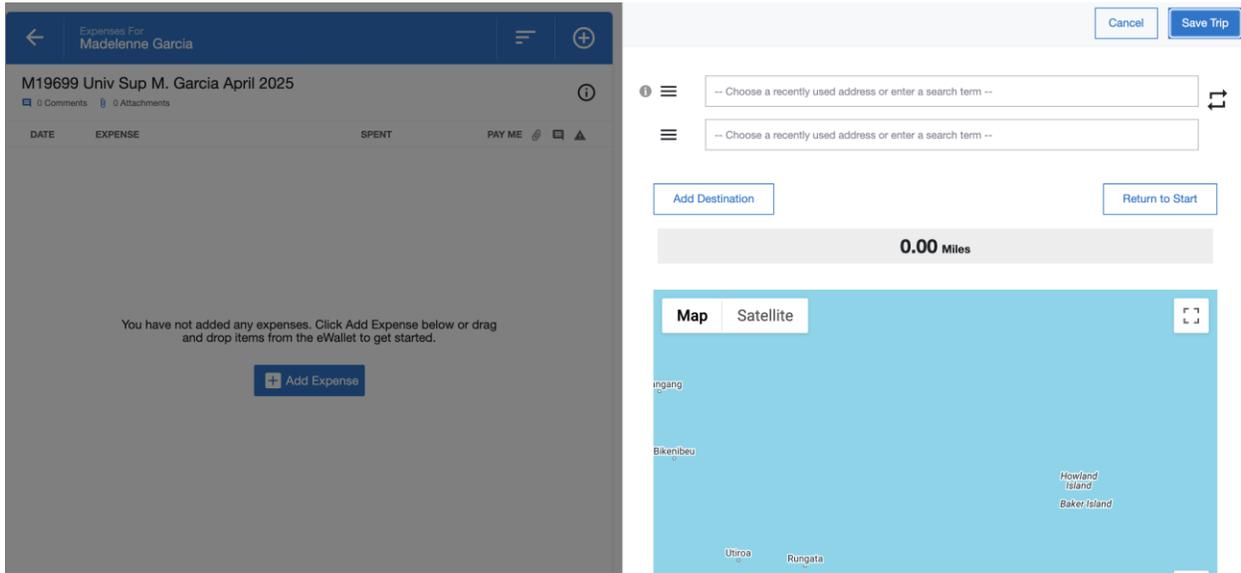


The screen for Mileage will populate. Enter the date of travel for the University Supervisor work, and then click **Calculate Mileage**.

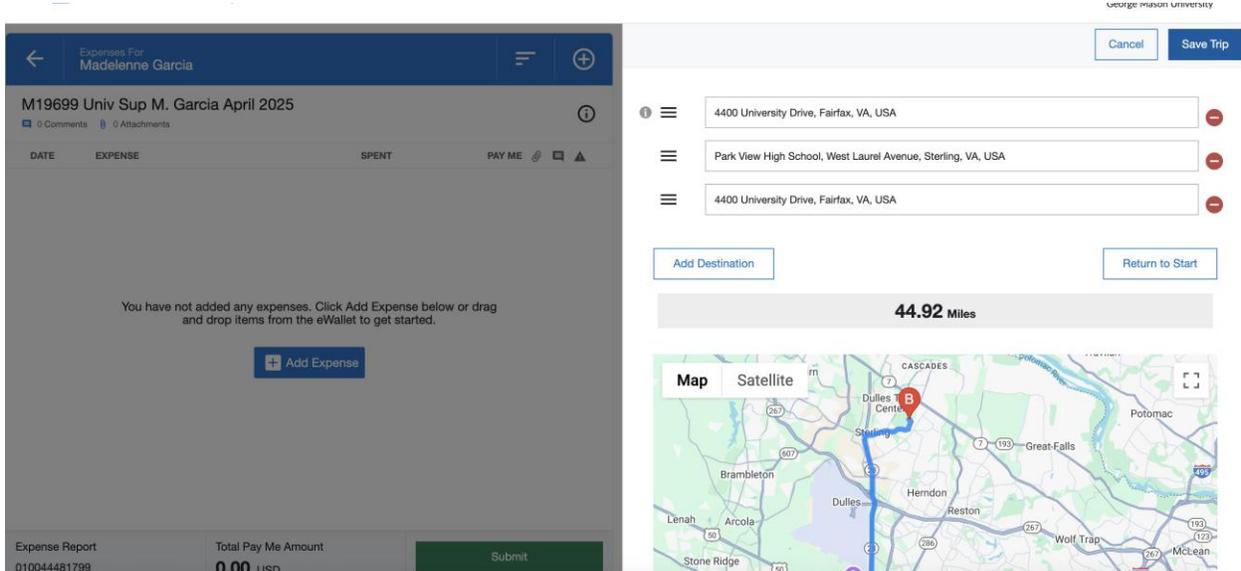
Keep the Mileage Rates in IRS Rate.



Enter in your home address, the school's address, and click **Add Destination**, to enter your home returning address.



Click **Save Trip** to continue the expense report.



Once back in the expense report, on the Commute Deduction line, click **None** to load the drop down and select **Distance**. Enter 25.00 on the line.

Cancel Save

Please list the departure, destination, and return address when Calculating Mileage.

Rate

Miles [Calculate Mileage](#) ⓘ

Commute Deduction

Enter your GMUF Project Number (6 Digits):

Optional

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.

Activity

Optional

Location

Optional

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

Allocation

Submit

Cancel Save

Please list the departure, destination, and return address when Calculating Mileage.

Rate

Miles [Calculate Mileage](#) ⓘ

Commute Deduction

Enter your GMUF Project Number (6 Digits):

Optional

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.

Activity

Optional

Location

Optional

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

Allocation

Submit

Cancel Save

Please list the departure, destination, and return address when Calculating Mileage.

Rate

Miles [Calculate Mileage](#) ⓘ

Commute Deduction

Enter your GMUF Project Number (6 Digits):

Optional

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.

Activity

Optional

Location

Optional

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

Allocation

Submit

Continue to the **Allocation**, to enter the Office of Teacher Preparation’s allocation code:
10111-M19699-10100 University E and G / Office of Teacher Preparation University E

Cancel Save

Activity

Optional

Location

Optional

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

Allocation

Attachments (0)  

Drag image here to upload [Add Attachments](#) ▾

Submit

and G

When the trip is fully entered and allocated, saved the Mileage report.

George Mason University

CancelSave

Activity
Optional

Location
Optional

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

Allocation

10111-M19699-10100 University E and G / Office of Teacher Preparation University E and G / Office of Te

🕒 10111-M19699-10100 **University E and G / Office of Teacher Preparation**
University E and G / Office of Teacher Preparation / Instruction for Credit

Attachments (0)

Drag image here to upload Add Attachments

Submit

George Mason University

CancelSave

Mileage

Date

Spent USD

Mileage Rates

Business Purpose

Description

Please list the departure, destination, and return address when Calculating Mileage.

Rate

Submit

Add additional Mileage expenses as needed to the expense report. Once the University Supervisor Trips are saved, submit the report for approval.

Expenses For Madelenne Garcia

M19699 Univ Sup M. Garcia April 2025

DATE	EXPENSE	SPENT	PAY ME
Thu 04/03/2025	Mileage	13.94 USD	13.94

Expense Report 010044481799

Total Pay Me Amount **13.94** USD

Submit

Images Edit Delete

Mileage

Date: 04/03/2025

Spent: 13.94 USD

Mileage Rates: IRS Rate

Business Purpose: University Supervisor to CEHD students in internships

Description: From:: 4400 University Drive, Fairfax, VA, USA
To:: Park View High School, West Laurel Avenue, Sterling, VA, USA
To:: 4400 University Drive, Fairfax, VA, USA

Rate: 0.7

Miles: 44.92

1 of 1

Expenses For Madelenne Garcia

M19699 Univ Sup M. Garcia April 2025

DATE	EXPENSE	SPENT	PAY ME
Thu 04/03/2025	Mileage	13.94 USD	13.94

Expense Report 010044481799

Total Pay Me Amount **13.94** USD

Submit

Submit Confirmation

By clicking "Submit," I hereby certify that I have read, understood, and complied with all university policies. The expenses listed on this reimbursement or P-Card Transactions 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.

PDF
Cancel
Pre-Approval
Submit

M19699 Univ Sup M. Garcia April 2025

Report Owner: Madelenne Garcia

Expense Report ID: 010044481799

Business Purpose: University Supervisor to CEHD students in internships

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	13.94	0.00
Amount Due Employee	13.94	0.00