How to Submit a GT Special Meal eForm

Step	Action
1.	To streamline and automate special meals prior approval form, an *electronic version* of the previously paper-based form has been developed. This e-form will allow *greater ease of use*, *more visibility into the whereabouts of the form*, and *electronic workflow approvals*.
2.	*NOTE: To access the special meals eform in PeopleSoft, an employee will need security access assigned to their user profile. Please check with your departmental Business Manager and/or the Accounts Payable Team for more information regarding gaining access.* *Roles and workflow assigned for Special Meals Forms:* *1. Form Requestor (A REQUESTOR CANNOT APPROVE HIS/HER OWN FORM)* *2. Department level approval* *3. Dean's office approval*
3.	**Must Dos:** • Please be sure to enter information into <u>all</u> <u>required</u> data fields. • Attach a list of attendees with specific names and affiliation to the University is required. • Click **SUBMIT**; the eform will then enter the approval workflow designated by your School/Administrative section.
4.	Click the button to the right of the **My Financials Home** field.
5.	Press the left mouse button and drag the mouse down the list.
6.	Click the **GT eForms Homepage** link.
7.	Click the **NO AP Special Meal Form** button.
8.	Click the **Add a LSUNO spcl MAE eForm** button.
9.	The **Form ID** and **Status** are displayed in the top right corner of the page. In this example, the **Form ID** is **11457** with a **Status** of (**NEW**). *NOTE: If you <u>save</u> the form rather than submitting it, the Form ID and Status will be useful when searching for the form.* Press the left mouse button and drag the mouse down to the desired location.
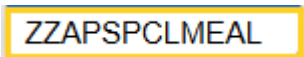
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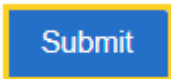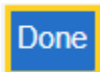| Step	Action
10.	Enter the desired information into the **DEPTID** field. Enter a valid value e.g. "**1673200**". *NOTE: The Department Name will be displayed when you navigate away from the DEPTID field.*
11.	Users may click the *calendar* to search for the ***Event Date** or enter it *directly* into the ***Event Date** field. Click the **Calendar** button to choose the desired date.
12.	Click the **23rd** for the ***Event Date**.
13.	Enter the desired information into the **Contact Name (For Requested For)** field. Enter a valid value e.g. "**Talesia Williams**".
14.	Enter the desired information into the **Contact Phone** field. Enter a valid value e.g. "**225-354-4860**".
15.	Enter the desired information into the ***Contact Email** field. Enter a valid value e.g. "**twil11@lsuhsc.edu**".
16.	Press the left mouse button and drag the mouse down to the desired location.
17.	Click the button to the right of the ***Payment Type** field.
18.	Click the **Direct Pay reimbursement** list item.
19.	Enter the desired information into the ***Justification - Why is this event scheduled?** field. Enter a valid value e.g. "**Training Team FY 2026 Planning Meeting**".
20.	Change the event from being *On-Campus* to *Off-Campus*. Click the **Off-Campus** option.
21.	Press the left mouse button and drag the mouse down to the desired location.
22.	Enter the desired information into the ***Location Address** field. Enter a valid value e.g. "**Piccadilly Cafeteria**".
23.	Enter the desired information into the ***Location Address** field. Enter a valid value e.g. "**5179 Plank Rd**".
24.	Enter the desired information into the ***Location Address** field. Enter a valid value e.g. "**Baton Rouge, LA 70805-3559**".

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25.	Click the button to the right of the ***Event Title** field. ⌄
26.	Click the **Other** list item. Other
27.	Enter the desired information into the field. Enter a valid value e.g. "**Developing training plan for FY 2026**".
28.	Click the button to the right of the ***Type of Request** field. ⌄
29.	Click the **One Time Event** list item. One Time Event
30.	Press the left mouse button and drag the mouse down to the desired location.
31.	Click the button to the right of the **Meal Type** field. ⌄
32.	Click the **Lunch** list item. Lunch
33.	Enter the desired information into the ***Number of Attendees** field. Enter a valid value e.g. "**3**".
34.	Press the left mouse button and drag the mouse down to the desired location.
35.	Click the **Employee** option to turn it to **Yes**. ◯ No
36.	Press the left mouse button and drag the mouse down to the desired location.
37.	Enter the desired information into the **Accounting Tag** field. Enter a valid value e.g. "**0673200001**".
38.	Click the **Account** list item. 543700
39.	Press the left mouse button and drag the mouse to the right side of the page.
40.	View the chartstring for the specified **Accounting Tag**. Press the left mouse button and drag the mouse to the left side of the page.

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Step	Action
41.	You will search for a file to attach on the Desktop called **TT Luncheon Attendees**. Click the **Upload** button. Upload
42.	Click the **My Device** button.
43.	The file name you are looking for is **TT Luncheon Attendees**. Press the left mouse button and drag the mouse to the right side of the page.
44.	Click the **TT Luncheon Attendees** link. TT Luncheon Attendees
45.	Click the **Open** button. Open
46.	Click the **Upload** button. Upload
47.	Click the **Done** button. Done
48.	Verify the list details attendees' specific names and affiliation to the University. Click the **View** button to view list of attendees. View
49.	Click the **Downloads** button.
50.	Select the appropriate file from the download list. Click the **TT_Luncheon_Attendees Open** button.
51.	If you receive this message, simply click the **OK** button to close the popup. Click the **OK** button. OK

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52.	If the list needs to be edited, click the **Enable Editing** button on your Browser. Click the **Close** button. ❌
53.	Click the **Submit** button. **Submit**
54.	Once submitted, the eForm will enter the electronic workflow approval process. The *requester* will receive confirmation stating the form has successfully been submitted and routed for approval. ***NOTE: Users will be able to access the View Approval Routes panel when using the View a LSUNO SMAE eForm option on the Landing Page.***
55.	To determine where your form has been routed for approval: click the **View Approval Route** button. Click the **View Approval Route (Add Ad Hoc Approver)** button. View Approval Route (Add Ad Hoc Approver)
56.	This panel shows that the *form* has been *routed* to the *first Approver* and has a *Status* of *Pending*. It also shows that the *form* has <u>not</u> been *routed* to the *second Approver* and it has a *Status* of *Not Routed*. Click the **Done** button. Done
57.	Users may *print* a copy of the submitted form. Click the **Print** button. Print
58.	Click the button to the right of the **Report Name** field. ⌄
59.	Click the **ZZAPSPCLMEAL** list item. ZZAPSPCLMEAL
60.	Click the **Print** button. Print

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61.	Users will click the Printer icon to print the form request. *NOTE: This form, along with the list of attendees, must be printed and included with LaCarte or Direct Pay documentation.* Click the **Close** tab button. [×]
62.	Once the form has been *approved*, the *requester* will receive the email shown here. **NOTE: Select the hyperlink to retrieve the form.**
63.	Click the **Home** button. [🏠]
64.	This completes *How to Submit a GT Special Meal eForm*. **End of Procedure.**