

NO AP Special Meal eForm

Version Date: April 24, 2025

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NO AP Special Meal eForm

How to Submit a GT Special Meal Form

Procedure

In this topic you will learn How to Submit a GT Special Meal Form.

Step	Action
1.	To streamline and automate special meals prior approval form, an <i>electronic version</i> of the previously paper-based form has been developed. This e-form will allow <i>greater ease of use, more visibility into the whereabouts of the form,</i> and <i>electronic workflow approvals.</i>
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: Form Requestor (A REQUESTOR CANNOT APPROVE HIS/HER OWN FORM) Department level approval Dean's office approval
3.	 Must Dos: Please be sure to enter information into <u>all 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.

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Step	Action
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.

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Step	Action	
6.	Click the GT eForms Homepage link.	
	GT eForms™ Homepage	
7.	Click the NO AP Special Meal Form button.	

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Step	Action				
8.	Click the Add a LSUNO spcl MAE eForm button.				
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+ Add SMAE Request : red	uest special meal Form ID 11457 (NEW)
	Highlights Enabled: Yes Current Values 🕞 —>
	LSU Health NEW ORLEANS
Reques	for Prior Approval of Special Meal
II Breakfast	\$18.00
Lunch	\$25.00
Dinner	\$45.00
Refreshment	\$5.50
Reception	\$8.00
*amounts are max	mum allowable
Event Information	
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Step	Action
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).
	<i>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.</i>
	Press the left mouse button and drag the mouse down to the desired location.

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E	vent Information						_
	Business Unit						
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	*DEPTID	۹	Department				
	Request Date	04/10/2025	*Event Date	04/10/2025]		1
С	ontact Information						
"	Requestor Name (Form Entered By)	KOCONN O'Connor, Karen	Contact Name (Form Requested For)]		
	Requestor Phone	225/202-9461	Contact Phone				
	Requestor Email	koconn@lsuhsc.edu	*Contact Email				
E	vent Details						_
He	ow will LSUHSC pay for	or this Expense?					
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Step	Action
10.	Enter the desired information into the DEPTID field. Enter "1673200".
	NOTE: The Department Name will be displayed when you navigate away from the DEPTID field.
11.	Users may click the <i>calendar</i> to search for the *Event Date or enter it <i>directly</i> 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 " Talesia Williams ".
14.	Enter the desired information into the Contact Phone field. Enter "225-354-4860".
15.	Enter the desired information into the *Contact Email field. Enter "twil11@lsuhsc.edu ".
16.	Press the left mouse button and drag the mouse down to the desired location.

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Event Details					_
How will LSUHSC pay fo	r this Expense?				
*Payment Type	~				
Self-Funded event (Continuing education, student activity funding sources)	No				
*Justification- Why is this event scheduled?					
On-Campus	Yes Off-Campus No				
Location Address					
*Event Title	v				
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Step	Action
17.	Click the button to the right of the *Payment Type field.
	✓
18.	Click the Direct Pay reimbursement list item.
	Direct Pay reimbursement
19.	Enter the desired information into the *Justification - Why is this event scheduled? field. Enter " Training Team FY 2026 Planning Meeting ".
20.	Change the event from being On-Campus to Off-Campus.
	Click the Off-Campus option.

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Event Details				-
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*Payment Type	Direct Pay reimburseme 🗸			
Self-Funded event (Continuing education, student activity funding sources)	No			
*Justification- Why is this event scheduled?				
On-Campus	No Off-Campus Yes			
*Location Address				
*Event Title				•
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Step	Action
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 "Piccadilly Cafeteria ".
23.	Enter the desired information into the *Location Address field. Enter "5179 Plank Rd ".
24.	Enter the desired information into the *Location Address field. Enter "Baton Rouge, LA 70805-3559 ".
25.	Click the button to the right of the *Event Title field.

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On-Campus	No Off-Campus Yes			
*Location Address	Piccadilly Cafeteria 5179 Plank Rd Baton Rouge, LA 70805-3559			
*Event Title	*Describe purpose of			٦
	Faculty Interview the event and meal type Resident Interview type			
Type of Meal	Post Doc Interview Agency Hosted Conference			-
*Type of Request	Summer Program Event Student Event LSUHSC Student Interview			
Attendee Count & To	Orientation			
*Number of Attendees	Training Event Grand Rounds(no-LSUHSC spkrs) Other			
*Per Person Cost	1.00			
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Step	Action
26.	Click the Other list item. Other
27.	Enter the desired information into the field. Enter " Developing training plan for FY 2026 ".
28.	Click the button to the right of the *Type of Request field.

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On-Campus	No		Off-Campus	s Yes		A
*Location Address	Piccadilly Cafeteria 5179 Plank Rd Baton Rouge, LA 70805-35	559	<i>b</i>			
*Event Title	Other 🗸	Other	*Describe purpose o the event and mea	f Developing training pla	ans for FY 2026	
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*Type of Request	~]				
Attendee Count & To	Blanket Approval One Time Event	al				_
*Number of Attendees	1					
*Per Person Cost	1.00]		_		
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Step	Action
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.

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Type of Meal									
*Type of Request	One Time Event	~							
Meal Type		~							
Conference	Breakfast								
	Refreshments Lunch								
	Reception								
Attendee Count & To	Dinner	al							
*Number of Attendees	1								
Per Person Cost 1	.00								
Total Cost of the Meal	0.00								
	Attendee Affiliation								
*	Select All That Apply *								
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Step	Action
32.	Click the Lunch list item.
	Lunch
33.	Enter the desired information into the *Number of Attendees field. Enter " 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.

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Attachment Required		•	•	File Name	\$	Delete	
Attachment Required		•	•	File Name	\$	Delete	

Step	Action
37.	Enter the desired information into the Accounting Tag field. Enter "0673200001".

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	Upload Attendee List/Guest List Attendee List/Guest List	Delete

Step	Action
38.	Click the Account list item.
	543700
39.	Press the left mouse button and drag the mouse to the right side of the page.



Step	Action
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



Step	Action
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.

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Step	Action
44.	Click the TT Luncheon Attendees link.
45.	Click the Open button.

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Step	Action
46.	Click the Upload button.
	Upload
47.	Click the Done button.
	Done

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1		Attendee List/Guest List	Attendee List/Guest List	TT_Luncheon_Attendees.doc	x Replace

Step	Action
48.	Verify the list details attendees' specific names and affiliation to the University.
	Click the View button to view list of attendees.
	View

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Step	Action
49.	Click the Downloads button.
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Step	Action
50.	Select the appropriate file from the download list.
	Click the TT_Luncheon_Attendees Open button.



Step	Action
51.	If you receive this message, simply click the OK button to close the popup.
	Click the OK button.
	οκ
52.	If the list needs to be edited, click the Enable Editing button on your Browser.
	Click the Close button.
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53.	Click the Submit button.
	Submit

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Step	Action
54.	Once submitted, the eForm will enter the electronic workflow approval process. The <i>requester</i> will receive confirmation stating the form has successfully been submitted and routed for approval. <i>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.</i>
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)

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Step	Action
56.	This panel shows that the <i>form</i> has been <i>routed</i> to the <i>first Approver</i> and has a <i>Status</i> of <i>Pending</i> . It also shows that the <i>form</i> has <u>not</u> been <i>routed</i> to the <i>second Approver</i> and it has a <i>Status</i> of <i>Not Routed</i> . Click the Done button.
57.	Users may <i>print</i> a copy of the submitted form. Click the Print button. Print

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Step	Action
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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Step	Action
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.



Step	Action
62.	Once the form has been <i>approved</i> , the <i>requester</i> will receive the email shown here. NOTE: Select the hyperlink to retrieve the form.
63.	Click the Home button.
64.	This completes <i>How to Submit a GT Special Meal Form</i> . End of Procedure.