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**Special Meal E-form Job Aid**

To streamline and automate the 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.

\*\*\*\*\*In order 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

How to submit a Special Meals e-form:

Navigation:

* Select>**My Financials Home**>select **GT eforms Homepage**

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Select>**NO AP Special Meal Form**

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Select>**Add a spcl MAE eForm**

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* Please be sure to enter data into all of the required data fields
* Attaching 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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Once submitted, the eform will enter the electronic workflow approval process.

To determine where your form has been routed for approval:

Select>**View Approval Route**

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Click hyperlinks to see specific approvers for your department/school

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Once approved, the eform requestor will receive an email confirmation of the approved form.

**Select the hyperlink to retrieve the form.**

Sample email:

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Select> **Print**:

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Select Report Name **ZZAPSPECLMEAL** from the drop-down menu

Select>**Print**

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**Example of fully approved form.**

This form, along with the list of attendees, must be printed and included with LaCarte or Direct Pay documentation.

A document with text and numbers

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