

# 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.   | <ul> <li>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.</li> <li>Roles and workflow assigned for Special Meals Forms: <ol> <li>Form Requestor (A REQUESTOR CANNOT APPROVE HIS/HER OWN FORM)</li> <li>Department level approval</li> <li>Dean's office approval</li> </ol> </li> </ul> |
| 3.   | <ul> <li>Must Dos:</li> <li>Please be sure to enter information into <u>all required</u> data fields.</li> <li>Attach a list of attendees with specific names and affiliation to the University is required.</li> <li>Click SUBMIT; the eform will then enter the approval workflow designated by your School/Administrative section.</li> </ul>   |

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| Step | Action   |
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| 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                                    |
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| 6. Click the <b>GT eForms Homepage</b> link. |   |
|  | GT eForms™ Homepage                       |
| 7.   | Click the NO AP Special Meal Form button. |

| ➤ ➡ Form Family Landing Page ×                                 | +   | -           | ð              | ×         |
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| 🔚 Landing Page   | Welcome to LSUHSC-NO Request for Special Meals and Entertainment eForm  |             |                |           |
| Add a LSUNO spcI MAE eForm                                     |   |             |                |           |
| Evaluate a SMAE Form eForm                                     |   |             |                |           |
| Update a SMAE Form eForm                                       |   |             |                |           |
| S View a spcl MAE eForm  | _   |             |                |           |
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| Step | Action                                       |
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| 8.   | Click the Add a LSUNO spcl MAE eForm button. |
|      | Add a LSUNO spcI MAE eForm                   |

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| + Add SMAE Request : requ           | est special meal                    |                          | Form              | n ID 11457               | (NEW)             | 1        |
|                                     | Highlights Enal                     | bled: Yes                | Current Values    | $\leftarrow \rightarrow$ | )                 |          |
|                                     |                                     |                          |                   |                          |                   |          |
|                                     | LSU Health                          |                          |                   |                          |                   |          |
|                                     | NEW ORLEANS                         |                          |                   |                          |                   |          |
| Request fo                          | or Prior Approval of Special Meal   |                          |                   |                          |                   |          |
| II Breakfast                        | \$18.00                             |                          |                   |                          |                   |          |
| Lunch                               | \$25.00                             |                          |                   |                          |                   |          |
| Dinner                              | \$45.00                             |                          |                   |                          |                   |          |
| Refreshment                         | \$5.50                              |                          |                   |                          |                   |          |
| Reception                           | \$8.00                              |                          |                   |                          |                   |          |
| *amounts are maxim                  | um allowable                        |                          |                   |                          |                   |          |
|                                     |                                     |                          |                   |                          |                   |          |
| Event Information                   |                                     |                          |                   |                          |                   |          |
|                                     |                                     |                          |                   |                          |                   |          |
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| Step | Action  |
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| 9.   | The <b>Form ID</b> and <b>Status</b> are displayed in the top right corner of the page. In this example, the <b>Form ID</b> is <b>11457</b> with a <b>Status</b> of ( <b>NEW</b> ). |
|      | <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                    |                               |  |                       |                |        | _         |
|     | Dusiness Unit                       |                               |  |                       |                |        |           |
|     | Business Unit                       | LSUNO                         | Department                               |                       | l I            |        |           |
|     | ^DEP TID                            | ۵                             | Department                               |                       |                |        |           |
|     | Request Date                        | 04/10/2025                    | *Event Date                              | 04/10/2025            | ]              |        | 1         |
| С   | ontact Information                  |                               |  |                       |                |        |           |
|     |                                     |                               |  |                       |                |        |           |
| "   | Requestor Name<br>(Form Entered By) | KOCONN O'Connor, Karen        | Contact Name (Form<br>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  |
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| 10.  | Enter the desired information into the <b>DEPTID</b> field. Enter "1673200".  |
|      | NOTE: The Department Name will be displayed when you havigate away from the DEPTID field.   |
| 11.  | Users may click the <i>calendar</i> to search for the <b>*Event Date</b> or enter it <i>directly</i> into the <b>*Event Date</b> field. |
|      | Click the Calendar button to choose the desired date.   |
|      |   |
| 12.  | Click the <b>23rd</b> for the <b>*Event Date</b> .  |
|      | 23  |
| 13.  | Enter the desired information into the <b>Contact Name (For Requested For)</b> field.<br>Enter " <b>Talesia Williams</b> ".             |
| 14.  | Enter the desired information into the <b>Contact Phone</b> field. Enter "225-354-4860".  |
| 15.  | Enter the desired information into the <b>*Contact Email</b> field. Enter <b>"twill1@lsuhsc.edu</b> ".                                  |
| 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 for  | or this Expense?  |            |                |            |
| *Payment Type  | ▼   |            |                |            |
| Self-Funded event<br>(Continuing<br>education, student<br>activity funding<br>sources) | No  |            |                |            |
| *Justification- Why<br>is this event<br>scheduled?                                     |   |            |                |            |
| On-Campus  | Yes Off-Campus No   |            |                |            |
| Location Address   |   |            |                |            |
| *Event Title   | <b></b>   |            |                |            |
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| Step | Action  |
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| 17.  | Click the button to the right of the <b>*Payment Type</b> field.  |
|      | $\sim$  |
| 18.  | Click the Direct Pay reimbursement list item.   |
|      | Direct Pay reimbursement  |
| 19.  | Enter the desired information into the <b>*Justification - Why is this event</b><br>scheduled? field. Enter "Training Team FY 2026 Planning Meeting". |
| 20.  | Change the event from being On-Campus to Off-Campus.  |
|      | Click the <b>Off-Campus</b> option.   |
|      |   |

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| Event Details  |   |              |                | -         |
| How will LSUHSC pay for  | for this Expense?   |              |                |           |
| *Payment Type  | Direct Pay reimburseme 🗸  |              |                |           |
| Self-Funded event<br>(Continuing<br>education, student<br>activity funding<br>sources) | No  |              |                |           |
| *Justification- Why<br>is this event<br>scheduled?                                     | Training Team FY 2026 Planning Meeting  |              |                |           |
| On-Campus  | No Off-Campus Yes   |              |                |           |
| *Location Address  |   |              |                |           |
| *Event Title   |   |              |                | •         |
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| Step | Action  |
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| 21.  | Press the left mouse button and drag the mouse down to the desired location.  |
| 22.  | Enter the desired information into the <b>*Location Address</b> field. Enter " <b>Piccadilly Cafeteria</b> ".                 |
| 23.  | Enter the desired information into the <b>*Location Address</b> field. Enter <b>"5179 Plank Rd</b> ".                         |
| 24.  | Enter the desired information into the <b>*Location Address</b> field. Enter " <b>Baton</b><br><b>Rouge, LA 70805-3559</b> ". |
| 25.  | Click the button to the right of the <b>*Event Title</b> field.   |

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| On-Campus               | No Off-Campus Yes   |            |                | 1          |
| *Location Address       | Piccadilly Cafeteria<br>5179 Plank Rd<br>Baton Rouge, LA 70805-3559                             |            |                |            |
| *Event Title            | *Describe purpose of  |            |                | ٦          |
|                         | Faculty Interview Resident Interview  |            |                |            |
| Type of Meal            | Post Doc Interview Agency Hosted Conference   |            |                | -          |
| *Type of Request        | Summer Program Event Student Event LSUHSC Student Interview                                     |            |                |            |
| Attendee Count & To     | University Guest/Speaker Event<br>Orientation   |            |                |            |
| *Number of<br>Attendees | Grand Rounds(no-LSUHSC spkrs) Other   |            |                |            |
| *Per Person Cost        | 1.00  |            |                |            |
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| Step | Action   |
|------|--|
| 26.  | Click the <b>Other</b> list item.  |
|      | Other  |
| 27.  | Enter the desired information into the field. Enter " <b>Developing training plan for FY 2026</b> ". |
| 28.  | Click the button to the right of the <b>*Type of Request</b> field.                                  |
|      |  |

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| On-Campus               | No  |                    | Off-Campus                 | s Yes                     |                 | <b>^</b>             |
| *Location Address       | Piccadilly Cafeteria<br>5179 Plank Rd<br>Baton Rouge, LA 70805-35 | 559                | <i>b</i>                   |                           |                 |                      |
| *Event Title            | Other 🗸   | Other              | *Describe purpose o        | f Developing training pla | ans for FY 2026 |                      |
|                         |   |                    | type                       | 2                         |                 |                      |
| II Type of Meal         |   |                    |                            |                           |                 | _                    |
| *Type of Request        | ~   | ]                  |                            |                           |                 |                      |
| Attendee Count & To     | Blanket Approval<br>One Time Event                                | al                 |                            |                           |                 | _                    |
| *Number of<br>Attendees | 1   |                    |                            |                           |                 |                      |
| *Per Person Cost        | 1.00  | ]                  |                            | _                         |                 |                      |
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| Step | Action   |
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| 29.  | Click the <b>One Time Event</b> 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 <b>Meal Type</b> field.                 |

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| Type of Meal                                |                             |             |                  |                 |                    |     |   |   |   |
|   |                             |             |                  |                 |                    |     |   |   |   |
| *Type of Request                            | One Time Event              | ~           |                  |                 |                    |     |   |   |   |
| Meal Type                                   |                             | ~           |                  |                 |                    |     |   |   |   |
|   |                             |             |                  |                 |                    |     |   |   |   |
| Conference                                  | Breakfast                   |             |                  |                 |                    |     |   |   |   |
| Description                                 | Refreshments                |             |                  |                 |                    |     |   |   |   |
|   | Reception                   |             |                  |                 |                    |     |   |   |   |
| Attendee Count & To                         | Dinner                      | al          |                  |                 |                    |     |   |   |   |
|   |                             |             |                  |                 |                    |     |   |   |   |
| *Number of<br>Attendees                     | 1                           |             |                  |                 |                    |     |   |   |   |
| Per Person Cost 1                           | .00                         |             |                  |                 |                    |     |   |   |   |
| Total Cost of the Meal                      | 0.00                        |             |                  |                 |                    |     |   |   |   |
|   | Attendee Affiliation        |             |                  |                 |                    |     |   |   |   |
| *   | Select All That Apply *     |             |                  |                 |                    |     |   |   |   |
|   |                             |             |                  |                 |                    |     |   |   | Þ |

| Step | Action  |
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| 32.  | Click the Lunch list item.  |
|      |   |
| 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 <b>Employee</b> option to turn it to <b>Yes</b> .                   |
|      | No )  |
| 36.  | Press the left mouse button and drag the mouse down to the desired location.  |

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| Accounting Tag $\Diamond$                               | Tag<br>Description<br>♢ | *ACCOUNT ◇   | ACCOUNT<br>DESCRIPTION                             | Percent 🛇     | DEPT C     |                       | ′RO<br>≎ |
| 1 0   | 2                       | ~  |  | 100.00        |            |                       |          |
| File Attachments Attachment Required                    | Upload                  | Description $\Diamond$                             | Description $\Diamond$                             | File Name     | \$         | 1<br>Delete           | 1 ro     |
| Tile Attachments  | Upload                  | Description $\diamond$                             | Description 0                                      | File Name     | \$         | 1<br>Delete           | 1 ro     |
| Tile Attachments       Attachment Required       1      | Upload Upload           | Description $\Diamond$<br>Attendee List/Guest List | Description $\Diamond$<br>Attendee List/Guest List | File Name     | ¢          | 1<br>Delete           | 1 rov    |
| Attachments Attachment Required                         | Upload                  | Description ≎<br>Attendee List/Guest List          | Description $\Diamond$<br>Attendee List/Guest List | File Name     | ¢          | 1<br>Delete           | 1 rov    |
| Attachments       Attachment Required       1       Add | Upload                  | Description $\Diamond$<br>Attendee List/Guest List | Description $\Diamond$<br>Attendee List/Guest List | File Name     | \$         | 1<br>Delete           | 1 ro     |
| Attachment Required                                     | Upload<br>Upload        | Description $\Diamond$<br>Attendee List/Guest List | Description $\Diamond$<br>Attendee List/Guest List | File Name     | ¢          | 1<br>Delete<br>Delete |          |

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

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| Accounting Tag 🛇    | Tag Description ≎             | *ACCOUNT ◇              |                  | N      | Perce          |
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| Attachment Required | Upload Description $\diamond$ | 565310<br>Description < | File             | Name 🗘 | 1 ro<br>Delete |
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| Step | Action  |
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| 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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|    | 1 0673200001 0            | 488160511 PEOPLESOFT-ADM S                                 | UPP 543700 V  | Food Supplies          | 100.00          |
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| Step | Action  |  |  |  |  |  |  |
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| 41.  | You will search for a file to attach on the Desktop called <b>TT Luncheon Attendees</b> . |  |  |  |  |  |  |
|      | Click the <b>Upload</b> button.   |  |  |  |  |  |  |
|      | Upload  |  |  |  |  |  |  |
|      |   |  |  |  |  |  |  |



| Step | Action  |
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| 42.  | Click the <b>My Device</b> button.  |
| 43.  | The file name you are looking for is <b>TT Luncheon Attendees</b> .           |
|      | Press the left mouse button and drag the mouse to the right side of the page. |

| Open  |                    | × – • ×                                 |
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| <ul> <li>Karen - LSUHSC</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>Videos</li> <li>2024 Perf Eval</li> <li>PeopleSoft Trair</li> </ul> |                    | Q ▲ : ⊘ Percent ○ × 100.00 1 row Delete |
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| 44.  | Click the <b>TT Luncheon Attendees</b> link. |
| 45.  | Click the <b>Open</b> button.                |

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| 46.  | Click the <b>Upload</b> button. |
|      | Upload                          |
| 47.  | Click the <b>Done</b> button.   |
|      | Done                            |

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| 48.  | Verify the list details attendees' specific names and affiliation to the University. |  |  |  |  |  |  |  |
|      | Click the <b>View</b> button to view list of attendees.                              |  |  |  |  |  |  |  |

| A   | Accounting Tag ≎   | Tag D          | escription ◇             | *ACCOUNT ◇               | ACCOUNT<br>DESCRIPTION     | Perc    |
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| 49.  | Click the <b>Downloads</b> button. |
|      | L<br>←                             |

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| Step | Action  |
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| 50.  | Select the appropriate file from the download list. |
|      | Click the <b>TT_Luncheon_Attendees Open</b> button. |



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

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| 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.<br><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)  |

| V = View Approval Route X +   |              | -            | ð           | ×             |
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| 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> .<br>Click the <b>Done</b> button. |
| 57.  | Users may <i>print</i> a copy of the submitted form.<br>Click the <b>Print</b> button.<br>Print   |

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| 58.  | Click the button to the right of the <b>Report Name</b> field. |
|      | ~  |
| 59.  | Click the ZZAPSPCLMEAL list item.                              |
|      | ZZAPSPCLMEAL   |
| 60.  | Click the <b>Print</b> button.                                 |
|      | Print  |

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| r<br>E         | Louisiana State University Health Sciences Center<br>AP Special Meal and Entertainment Request<br>LSUNO     A Pages |                               |                       |                       |                           |                   |   |           |           |          |            |            |         | ŭ<br>O      |                                  |             |             |                  |           |
|                |   | From Departm<br>Department IE | nent: Pe<br>D:        | opleSoft S            | Support Org               | 1                 | Request Date: 2025-04-16<br>Requester: KOCONN<br>Off Campus On Campus |           |           |          |            |            |         | - Transform | 11.25.27.22.27 <sup>10</sup><br> | C           |             |                  | 88        |
| 9              |   | Event Date                    | Function              | Location              |                           |                   |   |           |           |          |            |            | E       |             | in prove provide                 | 5           |             |                  |           |
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|                | , i   | Requested                     | Talesia W             | filliams              |                           | Contact<br>Email: | twil1   | 1@lsuhsc. | .edu      |          |            |            |         |             |                                  |             |             |                  |           |
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|                |   |                               |                       | Q Sea                 | irch                      |                   |   |           | 0 🚞       | 0        | 2          | •          |         |             | •                                | <b>ዮ</b> ቀ) | <b>2⊋</b> 4 | 5:41 P<br>/16/20 | РМ<br>025 |

| 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 <b>Home</b> button.  |
|      | 合  |
| 64.  | This completes <i>How to Submit a GT Special Meal Form</i> .<br>End of Procedure.                |