

American
Program
Bureau, Inc.

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36 Crafts Street • Newton • MA • 02158 • Tel 617 965 6600 • Fax 617 965 6610

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Dear Wilma,

Because of logistical problems in planning nearly 2,000 annual speaking engagements, we have changed our procedures for billing and collecting speakers' travel expenses and arrangements. We now require that speakers make their own travel arrangements and bill the sponsor directly for reimbursement*. This policy is effective immediately and although it is new to us, it is standard practice with major lecture agencies.

American Program Bureau will send you information on each speaking engagement we book for you. It will contain billing information and a form for you to complete and return to us by fax or mail with your travel information. If you choose, APB can notify the sponsor of your travel plans.

You should make your travel arrangements as soon as possible for each event and promptly notify APB of any changes. We recommend AQUARIUS TRAVEL MANAGEMENT (800) 332-8056, in Massachusetts (617) 923-2213, Mon-Fri, 9am-5pm E.S.T. When calling please ask for Hannah and tell her you are a speaker for American Program Bureau. You will get VIP treatment, including a 24 hour emergency telephone number.

It is important that you submit only one invoice to the sponsor to avoid confusion in reimbursement of your incurred travel expenses. Your complete itemized invoice with receipts and airline or train tickets (or copies) should be submitted to the sponsor no later than 10 days after the engagement.

Of course, if any problems or difficulties arise in billing a sponsor, we will be happy to assist you. We feel confident that this new policy regarding travel arrangements will produce a positive effect by substantially reducing the time required for travel expense reimbursement.

Thank you.

Sincerely,

Perry

Perry F. Steinberg
President and CEO

* In some situations, a sponsor can only issue one check per speaking engagement and APB agrees to issue a contract at a flat fee. In these instances, an exception will be made to our new policy and you will be notified to bill APB directly for your travel expenses.