Subject Line: Updating Your New Traveler Profile

Dear Travelers,

 As previously announced, American Express will be the exclusive provider of travel services for Hologic/Gen-Probe. As of January 1, 2013, you will be booking your travel with American Express.

 Hologic requires all employees to book their business travel through our designated travel desk or through the Hologic Concurs Cliqbook online booking tool. Travelers are encouraged to use the online booking tool to schedule simple and repetitive trips. For complex domestic or international bookings, please call the travel desk at 508-263-8450 or email Hologictravel@aexp.com during regular business hours (8:30 a.m. – 6:00 p.m. ET).

 Using one designated vender will benefit all of us in two important ways: it will significantly reduce transaction costs, and it will ensure that we have just one travel data source, which will help us in identifying the location of all travelers during a crisis.

The Hologic travel team has been working diligently behind the scenes with American Express and Luxe Travel to ensure a smooth transition for each of you. Since we were unable to utilize a feed to download the information from your Gen-Probe profile, the process has been completed manually. Therefore, we need all employees who have received this email to review the profile that has been set up for them in Hologic’s online tool for accuracy.

Below is the link to the site, along with your login and password information:

<https://www.concursolutions.com/default.asp?host=www.americanexpress.com>

Login: firstname.lastname@hologic.com

Password: hologic2013 (case sensitive)

We would greatly appreciate if all employees who travel review their profile by December 26, 2012.

If you have any questions or concerns regarding the travel program, please do not hesitate to contact me at 508-263-8401 or via email (probably faster by email).

Thank you for your support with this initiative. I would like to personally welcome you all to Hologic’s travel program.

Thank you,

Marcia