Subject: Important Traveler Action Items for Travel Program Integration

Dear Traveler,

In order to support you during the transition from Luxe Travel to American Express, I have put together a timeline, action items and other essential information to help make the process easy for you.

**Timeline:** The actual integration date is **Tuesday,** **January 1, 2013**. At that time, all top travelers will have a base profile built into the Hologic Concur Cliqbook online booking tool. Prior to the integration date, top travelers and their assistants (if appropriate) will receive their login and password information. Once you receive this information, please go into the profile, review the information for accuracy and update as needed.

Below are action items and links to help ensure a smooth transition to American Express Travel. Please complete these action items by December 26, so that when we go live, you are ready to start booking your travel.

**Action Items:**

1. **Read and acknowledge the Hologic T&E Policy and Gen-Probe addendum. (See attached.)**
2. **Log onto Concur Cliqbook to review and update your travel profile. (Travelers maintain their own profiles.)**

**Link to online tool: (Save as a favorite.)** <https://www.concursolutions.com/default.asp?host=www.americanexpress.com>

1. **Review the Concur Cliqbook BrainShark Training (approx. 30 min).**

**Link to BrainShark Training:** <https://www.brainshark.com/hologic/vu?pi=zGBz9R4Brz2vLPz0>

1. **Please use the following links to update your Wizard # and Fastbreak # so that they are attached to the Hologic account. Doing so allows you to be covered under the negotiated insurance when renting a vehicle. (Avis & Budget are our preferred car rental vendors.)**

**Avis Link:** <https://www.avis.com/car-rental/profile/go.ac?A066900>

**Budget Link:** <http://www.budgetcarrental.com/budget/fastbreak/index.html?D406200>

**Other Items to Be Aware of:**

**What to Expect After Booking Your Travel:** **(My Travel Plans)**

Once your reservation is complete, you will receive an email with your itinerary included as an attachment in PDF format. Additionally, the email will include a URL link to the American Express “My Travel Plans” site, where you may also review your itinerary. This access is available 24/7 through the Internet. The itinerary may be used for reimbursement.

**Onsite Office Hours:** The Hologic Travel Desk is open from 8:30 a.m. – 6:00 p.m. ET (5:30 a.m. – 3:00 p.m. PT). We will be monitoring the volume and will make adjustments as needed. You will also have 24/7 access to the Concur Cliqbook online booking tool.

**Emergencies ONLY:**

* 24-hour toll-free customer service is available 365 days a year, providing emergency aid for agent-booked itineraries.
* **Emergencies ONLY:** Hologic pays an additional fee for each call made to this service. Therefore, it should only be used for valid emergencies, not to perform functions that could be completed during normal business hours, nor to request airline seat upgrades or flight information. (Please contact the airline directly for such transactions.)
* When calling the after-hours emergency center regarding an in-house agent booking, dial 1-888-228-6757 and refer to Hologic’s Access Code **S-XG55** (for USA). For Canadian calls, dial 1-800-434-2941 and reference Access Code **GL70.** Experienced agents are available to assist you around-the-clock and have access to your profile and to Hologic’s policies and procedures.
* **Cliqbook Online Users**: Cliqbook online users should call 508-263-8450 during regular business hours (8:30 a.m. – 6:00 p.m. ET). For issues after regular business hours, call 1-877-620-0899.

**Preferred Airlines:**

* Hologic’s preferred airlines are:
	+ American Airlines
	+ Delta Airlines
	+ United Airlines
	+ US Airways
	+ Porter Air
	+ Qantas (Australia)

**Employee Benefits:**

* You can use Avis and Budget to book leisure travel and receive the worldwide negotiated rates.

(Please note that you are not covered by the negotiated insurance for leisure rentals.)

* *Employee Travel Specials* is a program that has over 60,000 negotiated exclusive hotel deals worldwide, which could offer significant savings toward your vacation plans. The best part is that there is no cost to use this site and no extra booking fees when you book through the exclusive website! (See link below.) Please do not use this site for business travel. This is strictly a vacation travel website for Hologic employees.

<http://www.employeetravelspecials.com/hologic.aspx>

If you have any questions or concerns, please do not hesitate to contact me directly.

Welcome to the Hologic Travel Program!

My very best,

Marcia