

Good Morning America

TO: OUR GOOD MORNING AMERICA GUEST

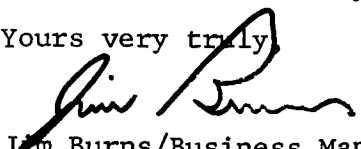
We're pleased to have you on our show which has become the best, most dynamic new entertainment show in the country. To make your visit with us more enjoyable, we thought you'd want to know our reimbursable expense policy (applies only with prior agreement of the Talent Coordinator):

1. Airfare - Abiding by the ABC policy, all flights should be "coach" class and a receipt must be submitted. In the event that a coach seat is not available, the airline must endorse your ticket "Only First Class Available".
2. Hotel - rooms for our guests are usually booked through us at the Warwick Hotel in New York. In the event that you reserve your room, the usual daily rate is up to fifty dollars and the hotel receipt, stamped paid, should be submitted to me.
3. Meals - ABC policy permits up to twenty-five dollars daily. A receipt must be submitted either from a restaurant or included on your hotel receipt.
4. Incidentals - taxis and tips are reimbursable and do not require receipts.

Please forward all requests for above reimbursements to me.

We hope you have an enjoyable and memorable visit with us. Many thanks for your cooperation.

Yours very truly


Jim Burns/Business Manager
GOOD MORNING AMERICA
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New York, New York 10023