

IBM and Lotus Sales Assistance Program Business Development Funds Claim Form - Education

This form can be used to claim Business Development Funds for the IBM and Lotus Sales Assistance Program for education provided by IBM or Lotus or another vendor to develop software skills. This category also includes the cost of IBM and Lotus certification testing and specifically named conferences, along with travel and living expenses associated with these named conferences.

This form is to be used by base-software program participants at the Advanced level of membership. Premier level members would normally file for expenses using the URL for PartnerRewards at www.ibm.com/partnerrewards.

BUSINESS PARTNER NAME: _____ (R)
 INTERNET E-MAIL ADDRESS: _____ (R)
 BUSINESS PARTNER PHONE/FAX: _____ (R)
 BUSINESS PARTNER ID: (provided in your welcome packet) _____ (R)
 PLAN YEAR _____ (R)
 ESTIMATED SOFT DOLLAR EARNINGS _____ (R)

DESCRIPTION OF EDUCATION- ENTER THE AMOUNT:

BPEC enrollment fees	\$ _____
Lotusphere fees	\$ _____
E-Business University	\$ _____
IBM Software Product Education	\$ _____
Lotus/IBM Camp w/ one night stay	\$ _____
Lotus /IBM Camp w/o one night stay	\$ _____
Lotus CBT New Package	\$ _____
Lotus CBT Technical Package	\$ _____
Sylvan Certification Testing	\$ _____
CATGlobal Certification Testing	\$ _____
LotusVision Broadcast Video Tapes	\$ _____
LotusVision Subscriptions	\$ _____
Multivendor T.E.N. Business TV station subscription - 12 months	\$ _____
Multivendor T.E.N. Business TV station subscription - 24 months	\$ _____
Travel and Living associated with the above education classes	\$ _____
Webinars - listed below	\$ _____
E-Business Advisory Class - 3 days	\$ _____

START DATE (mm/dd/yy) _____ (R)
 END DATE (mm/dd/yy) _____ (R)
 OBJECTIVE _____
 TARGET AUDIENCE _____
 POTENTIAL REVENUE _____
 VENDOR NAME _____
 INVOICE NUMBER FOR EXPENSES _____
 COURSE NAME _____
 CITY _____

Please sign below to indicate that the above expenses are in support of IBM and/or Lotus marketing-related expenses, and that this is the only time that these expenses have or will be submitted to IBM for reimbursement.

 Business Partner Authorized Signature

 Date

 Printed Name

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FOR ADMINISTRATION CENTER USE ONLY

<u>Date Received</u>	<u>Claim #</u>	<u>Log #</u>	<u>Administrator</u>
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Qualifying classes are listed above. If the specific class or expense is not listed, it is not eligible for expense reimbursement under the Streamlined Claiming Option.

Approved Webinars are:

- Partnering 101
- How To Turn Your Business Into an E-Business
- How To Put On A Seminar

Supporting documentation required are the itemized third party invoices for tuition fees and testing fees and a copy of the course certificate. A copy of the airline ticket, hotel receipts, and car rental are required if you are requesting reimbursement for travel and living expenses. Refer to the Guidelines for Travel and Living Expenses, found in the Business Development Funds for the IBM/Lotus Sales Assistance Program - User Guide.

Your participation in the IBM and Lotus Sales Assistance Program, indicated by your first submission of a Business Development Funds for the IBM and Lotus Sales Assistance Program Claim Form or a PartnerRewards Activity List to IBM, shall signify your acceptance of the terms and conditions contained in the PartnerRewards for IBM and Lotus Sales Assistance Program User Guide.

Please print the form, sign the form, attach the supporting documentation/invoices, and mail the package to:

Maritz Canada
Attn: IBM and Lotus Sales Assistance Program
1900 Minnesota Court, Suite 125
Mississauga, Ontario
L5N 3C9
Canada

This form was last modified on June 23, 1999.