

# Read Carefully

- 1—Do not charge Bus and Baggage or Trolley fare to Bureau, in town where program is given.
- 2—Do not fail to properly fill out this book and mail to Bureau every Sunday.
- 3—Keep a copy of the itemized account sent to the Bureau for your own protection and guidance, in case there is any correction necessary.
- 4—Spend our money as economically as you would your own, and do not expect any special credit for it. This is a part of your contract.
- 5—Please make explanation of any extra expense and thus save our asking for it.
- 6—Call for your mail at General Delivery on arrival, and again the last thing before leaving each town, and leave a forwarding order.
- 7—Verify all railroad routes and connections by the latest time tables, and advise the Bureau immediately of any errors or difficulties.
- 8—If you miss a connection or are unable, for any other cause, to meet your engagement, wire the committee and the Bureau.
- 9—Pay no rebates, bills, or claims presented by local auspices or others unless specifically instructed by the Bureau over the signature of the Secretary, President or General Manager. Refer all claims to the Bureau.
- 10—Get information to the correspondent three or four days (a week when possible) in advance of your engagement, when and by what train you will arrive.
- 11—Take the earliest train or the first chance after your engagement to reach the place of your next engagement.
- 12—If, on account of delayed train or any other cause, you must arrive late, wire or telephone the committee.

## Route, Report and Expense Book

### Coit-Neilson Lyceum Bureau

721-722-723 Highland Building  
PITTSBURGH, PENNA.

### Weekly Report of

Miss Tarbell

Week Ending Oct. 12 19 8

TUESDAY

Oct. 8, 1918

WEDNESDAY

Oct. 9, 1918

Place Towanda, Pa.  
Cor. P.O. L. J. Russell  
Collection \$

Hotel  
Lo. New York City  
Foot of W. 123rd St  
- via Lehigh Valley P.R. 8:50 A.M.  
To Towanda 3:40 P.M. Arr New York 9:00  
(Black Diamond Express)

Place  
Cor.  
Collection \$

Hotel  
Lo. Towanda  
- via Lehigh Valley  
1:55 P.M.  
Arr New York 9:00

Fares to		
Fares to		
Fares to		
Telegram to		
Miscellaneous		
Livery { From		
Livery { To		
En Route Transfer		
Total Carried Forward		

Fares to		
Fares to		
Fares to		
Telegram to		
Miscellaneous		
Livery { From		
Livery { To		
En Route Transfer		
Total Carried Forward		

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