



Wellness Benefit – Reimbursement to Employee

To promote employee health and wellness, Imagine! subsidizes employee annual membership fees, punch card fees, or entry fees with approved events or facilities.

- An approved facility or event is one that promotes cardiovascular and skeletal-muscular fitness and/or weight loss through a variety of activities and resources. Approval is made by the HR Department.
- Employees must provide receipts for approved purchases made in the previous 12 months with this application. Reimbursement cannot be made without receipts.
- Imagine! will reimburse 100% of the cost of approved memberships, punch cards, or entry fees up to the approved maximum of \$200 per year for a full time employee. The maximum reimbursement for a part time employee will be 100%, up to \$100.
- The Wellness Benefit is intended to benefit the employee, not members of their family or household.
- The value of the reimbursement is taxable income to the employee.
- Eligible employees may use this benefit no more than once every 12 months. Multiple receipts for multiple facilities or programs can be submitted at one time.

I understand the above terms for the Imagine! Wellness Benefit:

Employee Signature _____

Date _____

Employee Name _____

Hours/Week _____

Facility/Program Name	Date of Purchase	Amount	Receipt?

Total cost of approved purchases \$ _____

Reimbursement to: (name) _____ (amount) \$ _____

Human Resource Signature _____ Date _____