



TEMPLATE

**FITNESS**

**REIMBURSEMENTS**



# Fitness Reimbursement Template

Your total wellbeing is part of our COMPANY's commitment to keeping a healthy and happy workforce. That's why we're happy to offer fitness reimbursements to support your physical fitness!

## ELIGIBLE EXPENSES

There are many ways to get fit, both inside and outside of the gym. Fitness studios, clubs, and virtual memberships are all available for membership reimbursement as a full-time employee.

Below is a list of expenses that are eligible for reimbursement.

- Plan eligible date: Jan 1, 2021, to Nov 30, 2021 – *Note: you can also perform a run out period to Jan 31, 2022*
- Final date to submit expenses is Nov 30, 2021

**Some eligible fees include enrollment (if applicable) and annual or monthly fees for:**

- Fitness memberships
- Community centers
- Yoga and Pilate classes
- Cycling/spinning classes
- Boxing/kickboxing classes and studios
- Barre and dance
- CrossFit
- Martial Arts
- Swimming
- Bootcamps and exercise programs
- Personal training – please note, this must be with a legal business entity

## POLICIES + PROCEDURES

COMPANY offers a generous reimbursement policy that includes you, and some expenses for your spouse, partner, or dependent(s), under the same eligibility guidelines. You are eligible to be reimbursed \$100 (USD) per month for eligible fees including up to an additional \$50 (USD) for a spouse, partner, or dependent(s). Employees will be reimbursed monthly, regardless of the type of membership (annual or monthly), so keep that in mind when signing up for that new membership!

COMPANY uses Culture Benefits® platform, [Espresa](#) to manage our reimbursements. That means you have a single location either online or in-app to submit your claim and can see in real time when you're approved. Additionally, if there are any issues with your reimbursement request, you'll see it within the chat feature of the platform, again, in real time, so you'll know exactly what to do, and won't have to submit a new claim. You'll simply be able to, for example, resubmit your receipt, add additional details, and more.

## EXCLUSIONS

There are exclusions to eligibility of your reimbursement claim – for example, items that fall outside of the eligibility list above. If you have questions, don't hesitate to reach out to your Espresa support team and culture team at COMPANY.

## TAX LIABILITIES

We prefer not to think of it as *'death and taxes'* but *'crushing at life while also paying taxes.'* COMPANY is excited to offer you this benefit as an employee, and the amounts reimbursed to you will be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, Federal, State, and local taxes.

## **ADDITIONAL THOUGHTS**

Let's be smart about this – before you go crazy with a new fitness plan of whatever variety, this would be a great time to visit your doctor and get a physical. Plus, you want to know that it's something that you're going to stick with. Let the professionals help you get on the right path for a slow-and-steady-wins-the-race plan.

## **THE NOT-SO-SMALL PRINT**

- Our reimbursements are administered by [Espresa](#) and are a taxable benefit/benefit-in-kind, which is subject to applicable local payroll tax deductions. The amount you are reimbursed will, therefore, be lower than the expense you submit in Espresa.
- To find out the amount you have available for reimbursement, visit Espresa via our Okta page. Note: if you joined COMPANY on or after June 30, 2021, the available amount will be pro-rated. Interns will also receive a pro-rated amount!
- Once you have incurred an eligible expense, submit your reimbursement request to Espresa at any time during the reimbursement period, including evidence of payment (showing your name, purchase amount, and date).
- Approved requests will be reimbursed through your paycheck in the normal payroll cycle for the month following approval (e.g., a request approved on July 12 will be reimbursed by August 30), subject to deduction of applicable taxes.
- The deadline to submit expenses is November 30, 2021. Any expenses submitted after November 30, 2021, will not be eligible for reimbursement.
- Any amounts unused by November 30, 2021, will be forfeited.
- You must be employed by COMPANY at the time you submit your request to receive your reimbursement.

**How can we help you today? Reach out to your culture team with [Espresa](#) to learn more about how flexible reimbursements can energize your remarkable talent.**