

Fitness Reimbursement Form Instructions



Please read the instructions below, then fill out the Fitness Reimbursement Form on page 2.

Getting reimbursed is easy

Please enclose copies of the following:

- Copy of your monthly invoice and payment; please make sure your name is visible on the form.
- Completed Fitness Reimbursement Form
- Attendance sheet showing you visited the gym 8 times during the month



Return to:
Human Resources
MVHR@mountvernonwa.gov

You have questions? We have answers!

How do I qualify for a reimbursement?

- You must be a Teamster, Police department employee or non-represented full-time employee.
- You must attend the facility eight (8) times per month.

When can I submit my Fitness Reimbursement Form?

- Reimbursement requests with supporting documentation must be submitted to HR by the 15th of the month for the previous month's fees.
- There will be no retroactive payments for reimbursement requests that are received after the 15th of the month.

What qualifies for fitness reimbursement?

- Full-service health/fitness facilities that have cardiovascular and strength-training equipment qualify, as well as facilities for exercising and improving physical fitness. Validation as full-service is subject to approval by Human Resources.

- Fitness studios/facilities that offer yoga, Pilates, Zumba, aerobic/group classes, indoor cycling/spinning classes, kick-boxing, CrossFit, strength training, tennis, indoor rock climbing and personal training (taught by a certified instructor). Other Studios/facilities/subscriptions are subject to approval by Human Resources.

- **Not eligible for reimbursement:** fees you pay for group classes or personal training outside of a fitness facility/studio, and health club initiation fees, or costs that you pay for instructional dance studios, country clubs, social clubs (such as ski, riding or hiking clubs), spas, gymnastics facilities, road race fees, sport camps, ski passes, sports teams or leagues, and school sports athletic user fees.

How much can I claim for fitness reimbursement?

- You may claim up to \$40 for an individual membership.

What happens after I submit the Fitness Reimbursement Form?

- Reimbursements will be made on your payroll check that is issued on the 5th of the month following the reimbursement request.



**Employee Reimbursement Form
Health Club Membership Fees**

Employee name: _____

Department: _____

Date submitted: _____

Name of Facility: _____

Date paid: _____

In order to be reimbursed up to \$40 for my health club membership fees, I understand that I must provide Human Resources with the following documentation by the 15th of each month for the previous month's membership fees. I understand I will receive reimbursement on the paycheck distributed on the 5th of the following month.

I have attached the following information:

- documentation of the monthly membership fee payment (receipt). (Please make sure your name, and the health club facility name, is visible on the documentation.)
- the cost of an individual membership for my facility
- documentation that I attended the facility 8 times during the month for which I am seeking reimbursement

Employee Certification:

I certify the information on the form and all supporting documents are complete, accurate and unaltered.

Employee's signature

Date

For Human Resources use only:

Date Received: _____

Approved by:

Title: