

Fitness Reimbursement FAQ

Receive up to \$300 reimbursement on qualifying fitness membership or subscription.

Fitness Reimbursement: A one-time, taxable amount issued to your paycheck to reimburse for a gym membership, or online/mobile fitness program subscription. For this selection, please read the following guidelines:

- You must provide proof of purchase demonstrating at least \$300 in expenses paid.
 - If you have questions on qualifying purchases, please reach out to the National Church Residences benefits department.
- Proof of payment is qualified for reimbursement between **October 1, 2023 - November 30, 2024**.
- Reimbursement requests and receipts must be submitted on or before **November 30, 2024**.
- The reimbursement will be issued as a one-time payment on your paycheck within 30 days of your submission request.
- Please only submit the fitness reimbursement ONCE. Do not request a reimbursement until you have incurred either the amount you want reimbursed or \$300 max.

The Fitness Reimbursement program is only applicable for fitness membership or fitness-related subscriptions. Fitness equipment (gym equipment, smart watches, fitness clothing, etc.) does not qualify for reimbursement.

How to Submit for Reimbursement

1. Click “Complete This” within the Fitness Reimbursement activity.
2. Complete the form by entering the name of the fitness facility or subscription being requested for reimbursement AND provide proof of payment for ONE-TIME \$300 reimbursement.
3. Once the form is submitted, it will be reviewed by a member of the National Church Residences Wellness Team. If approved, the status of your submission will say “Complete”.
4. The reimbursement will be issued as a one-time payment on your paycheck within 30 days of your submission request.