



## Request for Reimbursement : WSHG Wellness Budget FY17

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WSHG Community: \_\_\_\_\_

Person Submitting Reimbursement: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Reimbursement: \_\_\_\_\_

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Expense Date: \_\_\_\_\_ Vendor\* (if applicable): \_\_\_\_\_

Total Amount to be reimbursed: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Send check to mailing address: \_\_\_\_\_

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The WSHG Wellness Budget is to be used to fund programs which improve the health of WSHG employees. Examples of reimbursable expenses include:

Fitness Classes: boot camp classes, yoga, Pilates

Wellness Seminars/Presentations/Demonstrations: nutrition, stress management, better sleep seminars, exercise demonstrations, meditation classes, recreational clinics

Incentive Prizes: to promote participation or award participation in wellness programs

Chair Massages: 5 - 10 minute stress management at the workplace

Fitness Equipment: for use at the workplace

Environmental/Ergonomic Equipment: standing desks, stability discs for chairs

Health Fair Expenses: healthy snacks/lunches, screenings, give-aways, incentives, seminars

For assistance in determining if an expense is reimbursable under the WSHG Wellness Budget, please contact Michele Craemer, WSHG Wellness Coordinator: [mbcraemer@gmail.com](mailto:mbcraemer@gmail.com)

Please e-mail this form, with all receipts/invoices, by the 15th of the month to:

Michele Bredice Craemer, WSHG Wellness Coordinator at [mbcraemer@gmail.com](mailto:mbcraemer@gmail.com)

\* Please also submit W-9 forms for each vendor.