

## Reimbursement Form: WSHG Wellness Budget FY 19

WSHG Community:	Date:	Amount to be reimbursed:
Wellness Liaison Submitting Reimbursement:		
Description of Reimbursement (if prizes or incentives, please indicate the specific wellness used for)		
Vendor (if being paid directly):		(W-9 forms needed for new vendors)
Check Payable to*:		
Send check to mailing address:		
The WSHG Wellness Budget is to be used to fund programs, during FY 19, which improve the health of WSHG employees. Examples of reimbursable expenses include:		
Fitness Classes: boot camp classes, yoga, Pilates, exercise classes		
<u>Wellness Seminars/Presentations/Demonstrations</u> : nutrition, stress management, better sleep seminars, exercise demonstrations, meditation classes, recreational clinics		
Raffle or Incentive Prizes: to promote participation or award participation in a specific wellness program (please indicate on line provided above)		
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: <u>healthy</u> snacks/lunches, screenings, give-aways, incentives, seminars		
Wellness Events: pre-approved through Wellness Committee		
For assistance in determining if an expense is reimbursable under the WSHG Wellness Budget, please contact		

Please e-mail this **completed form**, with all **receipts** (or **invoices** if payment is going directly to vendor and **W-9 Form** if the vendor is new to WSHG), by the 12th of the month to: Michele Craemer, WSHG Wellness Coordinator at: mbcraemer@gmail.com

(\*Note: Please cash or deposit check upon receipt.)

Michele Craemer, WSHG Wellness Coordinator: mbcraemer@gmail.com