

**FOR FULL-TIME  
REGULAR,  
US-BASED  
EMPLOYEES OF  
CIEE, INC.**

## Fitness Membership Reimbursement Benefit Program

### Objective

CIEE encourages employees to achieve and maintain a healthy lifestyle through physical fitness. When employees improve their physical bodies, they increase their productivity at work, morale is higher, and illness is not as prevalent.

### Eligibility

Fitness membership reimbursement is available to full-time, regular, US based employees of CIEE. This program does not apply to dependents. Eligibility begins on the first of the month following date of hire.

### What kind of memberships may qualify?

Any health club, fitness program (such as yoga, Zumba etc.) where you pay a monthly or annual fee. At-home fitness programs that are paid by a monthly or annual fee also qualify.

### What does not qualify?

Fees for personal training, lessons, coaching and exercise equipment or clothing purchases will **not** be covered.

Recreational activities, weight-loss programs and other similar programs, although encouraged as part of an overall fitness program, do not qualify.

### Policy

Employees will be reimbursed up to \$25 per month for an eligible, individual membership where the fees are above \$20 per month (employees are responsible for the first \$20/month). Employees with a family membership at a fitness center must provide documentation for an individual membership and will be reimbursed based upon that amount.

Employees will be reimbursed directly **from CIEE** on a quarterly or annual basis. Reimbursement is based on your total receipts and is processed during the next available paycheck after all necessary documentation is received.

Retroactive reimbursements are allowed for monthly memberships going back up to 90 days.

### Tax Liability

The amount reimbursed to employees will be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, federal, state, and local taxes. Each quarter, all reimbursements which are paid to participating employees will be reflected as gym reimbursement income on payroll for tax liability.

### Additional Information

Employees should consult with a physician before beginning a physical regimen.

### Definitions

- Full-time, regular employee – Employee working 32 hours or more/week.
- Dependent – Spouse/Domestic Partner, Child
- US-based staff – any US-based employee.
- “Annual Fee” refers to a membership that is paid in one lump sum for the full year

### Simply Send to HR Benefits:

- Completed Fitness Reimbursement Form
- Documentation of individual membership fee
- Dated receipts from your health club or copies of bank or credit card statements (black out any reference to account or credit card numbers) showing:
  - The Employee’s name
  - Individual charges of each fitness membership fee
- Sign, date and email the completed Fitness Reimbursement Form and the above information to [HRBenefits@ciee.org](mailto:HRBenefits@ciee.org):
- If you have any questions, please contact [HRBenefits@ciee.org](mailto:HRBenefits@ciee.org).

*CIEE reserves the right to change the policy contained within, at any time for any reason. Employees will, of course, be notified of such changes as they occur.*

*Note: If services are denied, a denial notification will be emailed to your company email address. Please be sure to keep copies of your form and receipts. HR Benefits will not return any receipts or claim forms. The dollar amount you receive may be considered taxable income. Consult your tax advisor about how to treat this reimbursement on your taxes.*



**FOR FULL-TIME  
REGULAR,  
US-BASED  
EMPLOYEES OF  
CIEE, INC.**

## Fitness Membership Reimbursement Form

**PLEASE PRINT ALL INFORMATION CLEARLY**

Employee ID Number	Last Name	First Name	Middle Initial
Home Address - Number & Street		City	State Zip Code
<b>ABOUT YOUR BENEFIT</b>			
<ul style="list-style-type: none"> <li>Coverage is for Full-time US-based Employees.</li> <li>Coverage is for employee only (not spouse or children).</li> <li>No required limit on gym usage.</li> <li>The first \$20 of each month's membership fee is NOT reimbursable.</li> <li>The remainder of the membership fee will be reimbursed up to maximum of \$25 per month.</li> <li>Reimbursement will be either at the end of the quarter for monthly subscriptions or the end of the year for annual subscriptions paid in a lump sum.</li> </ul>			
<b>INFORMATION REQUIRED</b> <i>(Attach itemized receipts)</i>			
<ul style="list-style-type: none"> <li>Fitness reimbursement claim form</li> <li>Documentation of the cost for individual membership</li> <li>Proof of Payment i.e., Receipt from the Facility or a copy of Credit Card Statement or copy of Bank Statement that shows actual payments for each month and/or the full 12 months.</li> </ul>			
<b>Name and Address of Health Club or Fitness Program</b>			<b>Dates of Service:</b>

Total number of receipts attached: \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

**Total Reimbursement Amount Requested: \$ \_\_\_\_\_**

All fitness reimbursements will be processed through the next available paycheck after all necessary documentation is received.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email this form and all copies of your receipts to the below address. Please allow up to 4 weeks for processing. If you have any questions about your submission, please contact [HRBenefits@ciee.org](mailto:HRBenefits@ciee.org).**

*\*The Fitness Benefit is available to U.S.-based employees of CIEE, Inc. only.*

**HR Benefits Use Only**

Approved by: \_\_\_\_\_ Date \_\_\_\_\_ Amount of Reimbursement \$ \_\_\_\_\_

*CIEE reserves the right to change the policy contained within, at any time for any reason. Employees will, of course, be notified of such changes as they occur.*

*Note: If services are denied, a denial notification will be emailed to your company email address. Please be sure to keep copies of your form and receipts. HR Benefits will not return any receipts or claim forms. The dollar amount you receive may be considered taxable income. Consult your tax advisor about how to treat this reimbursement on your taxes.*