



ADMINISTRATIVE OFFICE
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WELLNESS REIMBURSEMENT REWARD PROGRAM

The Wellness Reimbursement Reward Program is designed to reimburse employees for participating in wellness related activities. CSWD will reimburse up to \$100 per family this fiscal year. The fiscal year begins July 1, 2022 and **the final day to submit this form is Monday, June 12, 2023.**

Employees at CSWD can use this program to join a gym, purchase exercise equipment including running shoes, join a wellness workshop, purchase a bicycle, and more! Call Becky Johnston at 872-8100 x234 with any questions and for pre-approval before purchasing. Once approved, fill out this form and attach your receipt. Submit to **Becky Johnston** for reimbursement. This is considered income and is taxable.

Employee Name: _____

Reimbursable Purchase:

Date of Purchase: _____

Total Amount of Purchase: _____

Requested Reimbursement Amount: _____ (Maximum \$100)

Employee Signature Date

Amy Jewell (approval) Date

Account Code: Wellness (Office Use Only)

___ Verified not already paid