



Wellness & Sustainability Account 2012 Claim Form

Human Resources Use Only		
Verified by _____	Acct# 010-3242-71509	Employee # _____
Date _____		Dept/Branch _____

First Name: _____ Last Name: _____

Department: _____

For your claim to be processed, you must indicate with a check (✓) the item(s) you are claiming.

Receipt(s), indicating date of purchase, item(s) being claimed and in your name, must be attached to the completed and signed form. Please staple your receipt(s) to the back of the claim form.

Note: Reimbursement is limited to the items listed on this form.

WELLNESS Please check (✓) the item(s) you are claiming

- Membership at Duckworth Centre held in employee's name (a receipt is required for all methods of payment) If paid by payroll deduction, do not submit a claim until the total amount of deductions has reached the claim amount.
- Membership at another fitness centre held in employee's name
- Formal instruction for a physical activity (e.g. yoga) or recreational centre program with a wellness focus
Note: Video and electronic instruction is not eligible for reimbursement.
- Certified personal trainer for the employee
- Health risk assessment for the employee
- Specific types of fitness equipment: free weights, treadmill, stationary exercise bike, elliptical machine, rower, weight machine, roller blades, ice skates, snow skis, pedometer, exercise mat, safety helmet
- Weight management program fees (excluding food) offered by accredited practitioner for the employee
- Non-prescription smoking cessation aid

SUSTAINABILITY Please check (✓) the item(s) you are claiming

- Bus tickets
- Rain barrel
- Home composter
- Programmable thermostat
- Outdoor laundry clothesline
- Bus passes (photocopies of receipts accepted; do not attach passes)
- Personal bicycle & replacement parts
- Home recycling bin
- CFL and LED light bulbs (net of any rebates)
- Carbon offsets purchased from a recognized carbon offset vendor

\$ **ENTER TOTAL CLAIM AMOUNT (EN92)**
(See back of form for applicable maximum claim amount.)

Claim Deadline: December 7, 2012 (see note on reverse)

I hereby declare that all information is correct and accurate. My claim adheres to the requirements of the program and I understand that receipts are subject to verification.

Employee Signature

Date

Please staple your receipt(s) to the back of the claim form.

Wellness & Sustainability Account

Exclusions to Wellness & Sustainability Account Claims

1. Any service provided by a family member.
2. Claims for spouse, dependents or family members.
3. Clubs where the singular focus is not physical activity.
4. Fees and expenses for services associated with use of a fitness facility (e.g. locker room fees).
5. Services offered by health practitioners that could be payable under a provincial health plan, the University of Winnipeg group health plans or the Health Spending Account.
6. **Expenses incurred prior to the effective date of coverage.**

Wellness & Sustainability program commencement date: April 1, 2008

- Benefit amount – January 1, 2012 to December 31, 2012:

AESES, IUOE and Support Staff Excluded Employees	\$100.00
Executive Employees	\$100.00
UWFA Main and Academic Excluded Employees	\$75.00

- This benefit has no cash value without receipts for expenses.
- Receipts must be dated for expenses incurred while eligible for the benefit.
- All receipts must be in the name of the employee.
- Your claim is taxable according to Canada Revenue Agency guidelines.
- **There is no carryover of credits or expenses from one calendar year to another.**
- Reimbursement will be made on the next available pay period
- Reimbursement is subject to Income Tax, E.I., and CPP deductions
- Reimbursement is subject to a minimum of \$25 unless claimed at the end of the calendar year.

NOTE: Due to the taxable nature of the program, current year claims must be submitted for reimbursement in time to be processed for the final pay of the year.

Questions about your Wellness & Sustainability Account can be directed to:

Ronda Perinot, HR Administrator
258-3805 r.perinot@uwinnipeg.ca

Please send completed form and attached receipts to Human Resources.