



THE UNIVERSITY OF WINNIPEG

Wellness & Sustainability Account 2022 Claim Form

2022 Claim Deadline: November 30, 2022

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Reimbursement is limited to the items listed on this form.

- Receipts are to be attached to your claim form and clearly indicate date of purchase, item being claimed and expense. Photocopied/scanned receipts and claim forms are acceptable.
Indicate with a check (✓) the item(s) you are claiming. Multiple items may be claimed on one form.
Where applicable, receipt must be in employee's name.

Wellness & Sustainability Items for use by Employee

- Membership at Duckworth Centre paid by cash/credit/debit/cheque (receipt required)
Membership at Duckworth Centre paid through payroll deduction (receipt not required) Note: Submit claim when total amount of deductions has reached amount claimed (refer to your pay statement)
Membership at another fitness centre (golf club memberships are not eligible)
Formal instruction for a physical activity or recreational centre program with a wellness focus Note: Video and electronic instruction is not eligible for reimbursement
Fitness equipment: free weights, exercise bands, treadmill, exercise bike, elliptical machine, rower, weight machine, roller blades, sports racquet, ice skates, snow skis & snow ski boots, electronic fitness/activity tracker, exercise mat, safety helmet. Note: Clothing and footwear are not eligible for reimbursement
Weight management program fees (excluding food) offered by accredited practitioner
Non-prescription smoking cessation aid (excluding e-cigarettes)
Certified personal trainer Health risk assessment
Bus tickets/peggo e-cash Bus passes/peggo e-passes (receipt must indicate item purchased)
Rain barrel Personal bicycle & replacement parts
Home composter Home recycling bin
Programmable thermostat CFL and LED light bulbs (net of any rebates)
Laundry clothesline/hanging dryer Carbon offsets purchased from a recognized carbon offset vendor

TOTAL AMOUNT CLAIMED - Not to exceed maximum benefit amount \$ (EN251)
(See back of form for applicable maximum and exclusions)

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

Payroll Use Only Acct# 71265-110-610-6104
Employee # Verified by
Pay Group Date

# 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 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 or when benefit is not maintained.**

## Benefit and Reimbursement Information

Benefit amount for the claim period January 1 to December 31, 2022:

AESES, IUOE, PSAC-RC and Excluded Support Employees	\$100.00
UWFA-RAS and Excluded Academic 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.**
- **Claim period is determined by date of purchase (as indicated on receipt), not date of use (e.g. future-dated items like exercise classes and bus passes, and items being delivered).**
- Reimbursement will be made by direct deposit 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.

## Claim Deadline

Note: Due to the taxable nature of the program, current year claims must be submitted by the claim deadline in order to be processed for the final pay of the year.

**The 2022 claim deadline is November 30, 2022.**

**Questions** about your Wellness & Sustainability Account can be directed, by e-mail to Pay and Benefits at [payroll@uwinnipeg.ca](mailto:payroll@uwinnipeg.ca)

## Submitting Your Claim Form

**Interoffice mail or in-person drop off:** Human Resources, 705-491 Portage Avenue (Rice Centre)

**Email:** [payroll@uwinnipeg.ca](mailto:payroll@uwinnipeg.ca)

- Do not submit more than one copy of a claim (originals of claim form and receipts are not required).
- You will be contacted if there are any issues with your claim.