



THE UNIVERSITY OF WINNIPEG

Wellness & Sustainability Account 2023 Claim Form

2023 Claim Deadline: November 29, 2023

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, 2023:

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 2023 claim deadline is November 29, 2023.

Questions about your Wellness & Sustainability Account can be directed, by e-mail to Pay and Benefits at 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

- 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.