

Employee Wellness Program Reimbursement Application



Eligibility Requirements:

As a participant in a City of San Antonio sponsored weight loss program, civilian City employees are eligible to receive reimbursement up to 50% of program costs. Reimbursed funds are subject to payroll taxes. To be eligible, recipients must:

- (1) Have documented participation in 80% of scheduled meetings,
- (2) Submit payment for the program in advance,
- (3) Be a permanent, full time City of San Antonio employee throughout completion of the program, and
- (4) **Submit reimbursement application and copy of receipt within 60 days** of the end date of the program.

*****Please submit this application and receipt to the City of San Antonio Employee Wellness Program, P.O. Box 839966, San Antonio, 78283 or wellness@sanantonio.gov.*****

Participant Information:

Name _____ Title _____

SAP Personnel Number _____

Department _____ Division _____

Business Address _____ Zip code _____

Business Phone _____ E-mail _____

Dates of attendance _____ to _____ **Enrollment cost (fees only)** _____

Employee's Agreement:

- I have read and understand the eligibility criteria for participation in this program. The information I have provided in this application is true to the best of my knowledge and I release the City of San Antonio from all liability for any damage resulting from the use of this information for statistical purposes.
- I understand that the reimbursement that I receive from the City of San Antonio is considered taxable income and will be treated as such in my paycheck.

Signature _____ Date _____

Participation Verification:

I attest the above named employee has attended at least 80% of scheduled meetings. Yes No

Verifiable Participation Rate _____% Program Name: _____

Signature of group leader _____ Date _____

Employee Wellness Department:

Eligible reimbursement amount: \$ _____ Receipt attached: yes no

Approved by: _____ Title: _____

Signature: _____ Date: _____

Entered into SAP system by: _____ Date: _____

Contact the CoSA Employee Wellness Program at wellness@sanantonio.gov or 207-WELL (9355) with any questions.
Last updated: 4/2015

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