

Physical Wellness Program at W.K. Kellogg Foundation

Health & Fitness Reimbursement Program

The goal of this program is to promote overall health. Recognizing that the Fitness Center is not an all-encompassing method of achieving good health, the Foundation encourages improvement in health/fitness levels through the use of community health and fitness providers. To assist with the associated cost burden, a \$250 per fiscal year reimbursement (see below for place-based staff) is offered to staff and their WKKF benefit-eligible dependents in the H&F reimbursement program.

This reimbursement covers eligible expenses such as those listed below. Employees should review the WKKF Medical Plan document for potential coverage of these activities prior to submitting reimbursement requests under the Health & Fitness plan.

Eligible expenses include such things as:

- Off-Site Health & Fitness Center Memberships
- Off-Site Health & Fitness Classes
- Weight Management Programs
- Recreational League Fees
- 5k and Other Activity Event Registration Fees
- Nutrition Consultations
- Individual or Small-Group Personal Training Fees (with pre-approval)
- Fitness & Activity Tracking Devices (with pre-approval)
- Home Fitness Equipment (with pre-approval)



Please contact a member of the WKKF Wellness Center staff for items listed above that need to be pre-approved before reimbursement. They will be able to provide a list of pre-approved options or confirm the potential reimbursement of an item of your interest. Some items requested may be determined to fall outside of the overall mission of the WKKF Wellness Quest program and therefore not be reimbursed.

Those expenses not eligible include:

- Fitness videos/books/streaming subscriptions
- Accessories such as yoga mats, miscellaneous weights, workout shoes, clothing, water bottles, sports equipment (soccer balls, tennis racquets) etc.
- Spa services, including facials, massages, manicures, etc.
- Fees for enhanced access to services, such as child-care fees at a fitness center, enhanced locker room fees, etc.
- Other items that may be determined to fall outside of the overall mission and purpose of the H&F Program

Place-Based Staff: Staff working outside a 60-mile radius of the Battle Creek office will be eligible for an additional \$200 fiscal year reimbursement of health and fitness expenses. This is in addition to the previously-mentioned \$250 reimbursement. Request for this taxable reimbursement should be submitted in the same manner as the \$250 reimbursement, as stated above.

International Staff: Staff working outside the US and incurring expenses in a different currency must convert expenses to the US currency before submitting a claim. Use the OANDA currency converter website to determine the rate of exchange in effect on the date of the expense. Attach a printout of this conversion report with your reimbursement request.

Reimbursement Process: Submit a reimbursement request in SAP showing the details of the fitness activity/event. Attach a detailed receipt (stating individuals covered by activity, specific cost, provider name and address, participation dates, and payment method). After the request has been processed and approved, it will be reimbursed through payroll as a taxable reimbursement.

Expenses incurred during the fiscal program year [Sept 1 to Aug 31] can be submitted for reimbursement through Nov 30, within a 3-month grace period after the program year ends. All reimbursements are treated as taxable income to the employee.