



# 2021 WELLNESS

## Helpful Reminders:

- Receipts must be dated between January 1, 2021 to December 31, 2021 to qualify for the 2021 program.
- Reimbursement request forms must be submitted to the Human Resource Department, along with transaction receipts.
- The Reimbursement Form must be completed entirely, including signature to be approved.
- Receipts must be detailed, and clearly explain the description of the purchased item. If the receipt is not detailed, a picture of the item **must** be included with the reimbursement request. The picture must include a copy of the sku numbers that match the receipt.
- Pictures **must** be included for any types of workout clothing and/or hunting clothing. The picture must include a copy of the sku numbers that match the receipt.
- All reimbursements are subject to HR approval.
- All reimbursements are taxable according to IRS regulations.

## Ineligible Expenses:

**Although, we would like to reimburse all items that are submitted, unfortunately we are unable to approve the following items:**

- Any type of equipment maintenance, replacement items and/or warranty's
- Any type of supplements, vitamins and/or medications. Anything that is ingestible will not be covered
- Any types of weapons, ammunition, and/or arrows
- Any types of shelters (tents, ice shanty's, deer blinds, etc.)
- Large outdoor trampolines (individual work-out trampolines are covered)
- Apple Watches
- Shipping and/or handling fees
- Gardening equipment
- Sunglasses
- Any type of camping equipment (stoves, water filtration systems, sleeping bags, etc.)

**Failure to complete form in its entirety, including proper documentation may result in denial of claim.**

If you are unsure if your item is covered under the program, please contact Stacy Bono at ext. 8793 ([SBono@livgov.com](mailto:SBono@livgov.com)) or Pam Dinsmore at ext. 8791 ([PDinsmore@livgov.com](mailto:PDinsmore@livgov.com)) prior to making your purchase.

