



WELLNESS 2019

Helpful Reminders:

- Receipts must be dated between January 1, 2019 to December 31, 2019 to qualify for the 2019 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, then 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, etc.)
- Large outdoor trampolines (individual work-out trampolines are covered)
- Apple Watches
- Shipping and/or handling fees
- Gardening equipment
- 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) or Kim Kanik at ext. 8791 (KKanik@livgov.com) prior to making your purchase.