



GYM MEMBERSHIP REIMBURSEMENT POLICY

Objective | CVA encourages employees to achieve and maintain a healthy lifestyle through physical fitness.

Eligibility | Gym membership reimbursement is available to full-time employees.

Policy | Employees will be reimbursed up to \$15 per employment month for eligible fees. Eligible fees include the enrollment (if applicable) and annual or monthly fees for an individual membership at a fitness center.

Procedure | Employees must fill out a Gym Pre-Authorization Form in Coupa prior to submitting a reimbursement request. Once approved, employee must submit via Coupa an expense request with copy of receipt attached each month.

Exclusions | Recreational activities, weight-loss programs, smoking-cessation programs and other similar programs, although encouraged as part of an overall fitness program, do not qualify for reimbursement.

Additional Information | Employees should consult with a physician before beginning a physical regimen.

Questions | Contact your regional Talent Coordinator or a member of the CVA Talent Team.