

2023 Fitness Reimbursement Benefit



Get reimbursed up to \$225 per family* per calendar year for an eligible expense. Available to employees who elected this as their wellness benefit for 2023 and all retirees on a Dartmouth sponsored medical plan.

Follow these 3 easy steps:

1

MAKE AN ELIGIBLE PURCHASE

- Fitness Facilities
- Exercise Classes

2

COMPLETE FORM

Complete form on reverse side (page 2)

3

SUBMIT FORM BY 12/31/2023

Send completed form AND receipt to Cigna for processing

What qualifies?

- Full-service brick and mortar facilities with cardiovascular and strength training equipment
- Exercise classes - brick and mortar in-person classes, on-line/streaming, apps, or DVD classes led by an instructor
- Swimming and Tennis-only Facilities

What DOES NOT qualify?

- Home Exercise Equipment
- Personal Training Sessions
- Sports Lessons (e.g. golf lesson)
- Sports Equipment (e.g. skis, skates)
- Sneakers or Clothing
- Activity Tracking Devices (e.g. Fitbit)
- Workshops (e.g. Weight Watchers)
- Race Fees
- Ski Passes
- Sport Leagues (e.g. basketball, rowing)
- Massage, Acupuncture, Hypnosis
- Open Gym (e.g. climbing gyms)

What is the deadline to submit?

Submissions must be postmarked by December 31, 2023.

**Family only includes the employee/retiree and a spouse/partner who is enrolled on the employee/retiree's medical plan through Dartmouth College.*

Important Information:

- \$225 is the maximum reimbursement amount per family* per calendar year.
- There is no attendance requirement, you can submit your form and receipt(s) as soon as you make an eligible purchase.
- Your receipt must be for 2023 fees/services (2022 receipt is acceptable if you paid for 2023 services in 2022).
- **For Active Employees:**
 - Reimbursements will be provided via payroll and are subject to applicable tax withholdings.
 - Please allow approximately 2 months to receive your reimbursement.
- **For Retirees:**
 - Reimbursements will be mailed to your address on file. Any reimbursements received as part of the Fitness Benefit are considered taxable income. Please consult your personal tax advisory regarding the proper reporting of this income.
 - Please allow up to 10 weeks to receive your reimbursement check.

For questions, including eligibility or the status of your submission, email Wellness@Dartmouth.edu, or call our office at 603.646.3706

2023 Fitness Reimbursement Form

Section 1 - Employee/Retiree Information:

Employee/Retiree Name (First, Last): _____

Dartmouth ID: _____ Date of Birth (mm/dd/yyyy): _____

Mailing Address: _____

If you are a Retiree, check off this box:

Section 2 - Purchase Information:

Purchaser Name (Employee, Retiree, or Partner/Spouse): _____

I am submitting for:

<input type="checkbox"/> Fitness Facility	Date of Purchase: _____	Amount Paid: _____
Fitness Facility Name: _____		
Dates of Membership: _____		

AND/OR

<input type="checkbox"/> Exercise Class	Date of Purchase: _____	Amount Paid: _____
Exercise Class Name: _____		Online/App/DVD (Y/N): _____
Location (if applicable): _____		Class Dates (if applicable): _____

Section 3 - Submission:

Receipts may be submitted immediately after purchase and must be for services in 2023. Submissions must be postmarked by December 31. Reimbursements will be provided through payroll for Employees (and eligible spouse) and via check for Retirees (and eligible spouse). Please retain a copy of all receipts and documents for your records.

Total # of Receipts Attached: _____ Total Amount Requesting: \$ _____ (max of \$225)

Section 4 - Signature:

I authorize the release of any information verifying purchases and payments regarding the activities I seek reimbursement for. I certify the information provided in support of this submission is complete and correct and that I have not previously submitted for these services. I understand that Cigna may deny a submission based on eligibility, purchase, or duplication, and additional information may be necessary to process this request.

Purchaser Signature: _____ Date: _____

Please send this form and all receipts postmarked by December 31, 2023 to:

Cigna
Health Promotions
1750 Elm Street, Suite 800
Manchester, NH 03104