



Request for Reimbursement
Lifestyle & Wellness Account

Please Check One

HOURLY	
ADMIN	

Employee Name: _____ Employee #: _____
(LAST NAME, FIRST NAME)

Location: _____ Date Submitted: _____

EXPENSES

Hourly Employees - Submit to Employee Relations
Admin Employees - Submit to Calgary Human Resources

DATE	DESCRIPTION	VENDOR	PRICE (\$CDN ONLY)	WHO IS IT FOR? Employee, Spouse, or Child: Please include the name

Total Claim Amount (Max \$1000) _____

PLEASE NOTE: OFFICIAL BUSINESS RECEIPTS ONLY.
Your claimed expenses will not be reimbursed if clear copies of the original receipts are not attached.

Employee Signature _____

Employee Relations Only:

Approved By: _____

Signature

Date

Appendix A

Last Updated: October 1, 2009

Wellness Activities:

1. Sports club / Fitness membership (includes school sports fees)
 - a. Cross-country skiing
 - b. Curling
 - c. Dog Agility
 - d. Fitness / Gym
 - e. Golf
 - f. Hiking
 - g. Off-Road Clubs
 - h. Racquetball
 - i. Rod & Gun Clubs
 - j. Rowing
 - k. Running
 - l. Snowmobiling Clubs
 - m. Tennis

2. Weight loss organizations
 - a. Weight Watchers, Herbal Magic, Jenny Craig, LA Weight Loss, Dr. Bernstein Diet & Health Clinics
 - b. Excludes the cost of food & supplements

3. Personal Trainers
 - a. must be fully certified and registered with a fitness club or recreation centre

4. Lessons, Registration fees & Passes:
 - a. Baseball / Softball / T-Ball / Slo-Pitch
 - b. Basketball
 - c. Bowling
 - d. Canoeing
 - e. Curling
 - f. Cycling / Mountain Biking
 - g. Dance (Jazz, Ballet, Tap etc.)
 - h. Equestrian Activities
 - i. Figure Skating
 - j. Golf
 - k. Gymnastics
 - l. Hockey
 - m. Kayaking
 - n. Martial Arts
 - o. Rock Climbing
 - p. Scuba Diving
 - q. Skateboarding
 - r. Skiing (Downhill, Cross-Country, Telemark)

- s. Snowboarding
- t. Snowskating
- u. Soccer
- v. Speed Stacking
- w. Swimming
- x. Tennis
- y. Track & Field
- z. Volleyball
- aa. Water Skiing
- bb. Whitewater Rafting
- cc. Yoga & Pilates

- 5. Community Centre / Recreation Centre activities
 - a. Public swimming
 - b. Family skating

Wellness Equipment:

- 6. Sports equipment & footwear
 - a. Required items for Activities listed above
 - b. Jogging Stroller
 - c. Bike trailers
 - d. Target Shooting Dispenser Scale
 - e. Hand-held GPS
 - f. Golf Cart, hand cart only
 - g. Hand-held weather barometer
 - h. Trampolines, including safety kit
 - i. Ski & Bike racks
 - j. Locker fees
- 7. Safety equipment
 - a. Helmets
 - b. Personal Floatation Devices
 - c. Reflective Vests
 - d. Armor / Padding for off-roading, mountain biking
 - e. Avalanche safety equipment
 - f. Safety Courses such as First Aid, Avalanche Safety, Outdoor Survival
- 8. Home fitness equipment
 - a. Treadmill, Elliptical, Stationary Bike, Rowing Machine, Stairmaster
 - b. Personal home gym
 - c. Other equipment and accessories
 - i. Fit ball, weights, weight benches, Bosu ball, balance boards, exercise tubing & bands
 - ii. Step-counter / Pedometer
 - iii. Heart-rate monitor
 - iv. Yoga / Pilates mats and accessories

Lifestyle Activities & Equipment:

9. Camping fees & Permits
10. Camping equipment
 - a. Camping cookware
 - b. Camping cots, pillows, sleeping bags, sleeping pads
 - c. Backpacks and stuff sacks
 - d. Water purification systems, water bottles (storage or sports bottles)
11. Girl Guides of Canada; Scouts Canada
12. Boys & Girls Club
13. Children's summer camps
14. Fishing rods and tackle
 - a. Ice Auger and Ice House
 - b. Vests, hip-waders
 - c. Electronic fish finder
15. Fishing licenses and permits
16. Hunting Licenses and permits
17. Hunting accessories
 - a. Range finder
 - b. Binoculars
 - c. Spotting scopes
 - d. Game calls & game scents
18. National Park Pass
 - a. Annual or Daily Pass

Exclusions:

While the Company has made every effort to cover the full range of activities, services, or expenses associated with health and wellness, some items that are not listed may be eligible. Exception requests should be directed to the Calgary Human Resources department and requires the approval of the Manager Human Resources. If unsure whether a particular activity, item or service will be eligible for reimbursement, employees should contact their local Employee Relations department before incurring any cost.

Specific exclusions include:

1. Cosmetic / Beauty products and services
2. Clothing and apparel
3. Food & supplements, including performance, dietary, vitamins
4. Bottled water
5. Firearms & ammunition; bows & arrows, knives, cross-bow strings etc.

6. Hunting Accessories such as guns cases, cleaning kits
7. Paintball guns, accessories, paint, compressed air or CO2
8. Vehicle GPS systems
9. Hand-held street navigation GPS
10. Annual GPS subscription
11. Exercise videos & DVDs
12. Entertainment passes i.e. movie passes, theatre tickets, concerts, amusement parks
13. CDs, iPods or MP3 players, computers & video game consoles, TV & Stereo Equipment
14. Cameras and other camera equipment
15. Veterinary and Horse Shoeing expenses and supplies
16. Motorized vehicles, including recreational and all-terrain vehicles, and motorized watercraft
17. Motorized Golf carts
18. ATV & RV Accessories
19. Tow trailers, storage trailers
20. BBQs
21. Gasoline, propane, diesel and other fuel
22. Generators, Solar panels, battery boosters, battery chargers
23. Travel expenses, flights and accommodations
24. Maps
25. Music Lessons, musical instruments
26. Vibration Trainers, including rental sessions on vibration machines
27. Chain saws, axes, hand saws
28. Steel-toed boots
29. Leather chaps, Kevlar chaps
30. In-ground and above-ground swimming pools
31. Backyard play sets and swing-sets