**Gym Membership Reimbursement Policy**

**Objective**

[Company Name] encourages employees to achieve and maintain a healthy lifestyle through physical fitness.

**Eligibility**

Gym membership reimbursement is available to full-time employees who have been employed by [Company Name] for a minimum of [number] months.

**Policy**

Employees will be reimbursed up to $[amount] per year for eligible gym membership fees. Eligible fees include the enrollment cost (if applicable) and annual or monthly fees for an individual membership at a fitness center. Employees with a family membership must provide documentation of the cost for an individual membership and will be reimbursed based upon the individual membership amount.

Employee will be reimbursed on a monthly basis, regardless of the type of membership (annual or monthly).

**Procedure**

Employees must follow the expense report procedure to receive reimbursement. An expense report and copy of the receipt must be submitted each month. Expense reports must be submitted to human resources and receipts must be submitted to the finance department.

**Exclusions**

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

**Tax Liability**

The amount reimbursed to employees will be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, federal, state and local taxes.

**Additional Information**

Employees should consult with a physician before beginning a physical regimen.