

**U.S.**

**Wellness**

**Reimbursement**

**Program**



All U.S. employees scheduled to work 20 hours or more a week and interns are eligible to participate in the Wellness Reimbursement Program.

**Wellness Reimbursement Monthly Max:** \$100/employee

Eligible expenses up to \$100/month incurred by the employee and/or family members can be reimbursed monthly via payroll. You must file a claim with WageWorks to receive reimbursement.

**To Apply For Reimbursement:**

WageWorks administers Salesforce's Wellness Reimbursement program. Please follow the steps below to apply for reimbursement:

1. Log on to WageWorks via Aloha
2. Click Submit A Receipt or Claim on the left hand side of your screen
3. Select the Pay Me Back – Wellness Reimbursement Claim tile.
4. Submit claim online and enter the provider name, service dates, and item details.
5. Review and Submit Claim. Salesforce does not require receipts.\*

**Reimbursement requests must be processed by WageWorks by the 10<sup>th</sup> of each month in order to be included in the last paycheck of the same month (non-exempt employees will receive their reimbursement in the following paycheck).** This program is a taxable benefit. Expenses more than 6 months old will not be processed by WageWorks. Employees terminating from Salesforce should have claims submitted and processed by WageWorks by the 10<sup>th</sup> of your last month of employment to receive reimbursement.

You can view account activities, balances, check the status of claims and payments, get help, and manage your contact information any time on [www.wageworks.com](http://www.wageworks.com).

**\*Please note:** Although employees are not required to submit receipts for wellness reimbursement, Salesforce reserves the right to audit wellness reimbursement submissions and may request and require that employees provide receipts at any time. Falsifying expenses will result in discipline, up to and including termination, and will require the employee's immediate repayment of the reimbursement.

Below is a list of eligible and ineligible expenses. This list is not exhaustive. If you are unsure if an activity is eligible for reimbursement, please check with us by posting your question to Concierge.



Eligible Expense Examples	Non-Eligible Expenses Examples
Acupuncture	Chiropractor
Equipment Rental	Country Clubs/Golf Club Membership
Fitness Camps (i.e. Boot Camps)	Food and Beverage, i.e. juice cleanse, Nutrisystem
Fitness Classes and Lessons (i.e. Martial Arts, Pilates, Yoga, Meditation, Swimming, Tennis, Dance class, Boxing and Kickboxing, Scuba Diving, Golf )	Locker Service
Golf Green Fees	Music lessons
Gym/studio fees (i.e. Gym Memberships)	Purchase of Fitness Equipment i.e. weights, shoes, exercise videos, fitness wearable
Massage Therapy	Towel Service
Nutrition Counseling	
Personal Trainer Fees	
Precision Medicine* (i.e. Colorgenomics, 23andMe, etc.  *Testing under our medical plan are excluded)	
Race Registration Fees (i.e. 5k, 10k, Marathon, Triathlon, cycling)	
Ski and Snowboard Lift Tickets	
Smoking Cessation Program Fees	
Team League Dues	
Weight loss management Program Fees (i.e. Weight Watchers)	

*The Company reserves the right to modify, change, and/or terminate the policy at any time, in its sole discretion, without prior notification.*