

LabCorp Fitness Reimbursement Program 2022

Step-by-Step Instructions and Information

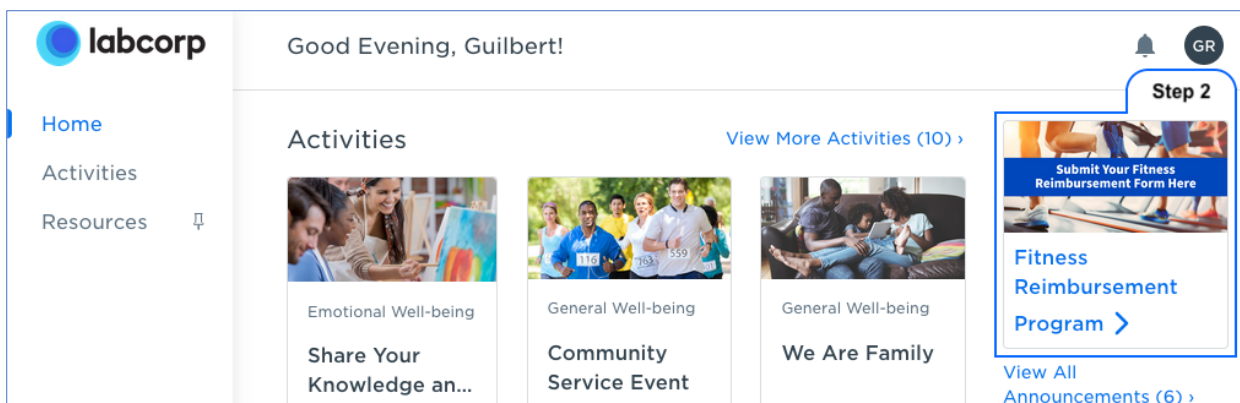
How does the program work?

The LabCorp Fitness Reimbursement Program supports your efforts to stay active by reimbursing you up to **\$300 per year** for eligible fitness-related expenses such as gym memberships, program fees and fitness/exercise equipment.

- ✓ Submit your 2021 Fitness Reimbursement request by completing the electronic form and uploading the required supporting documentation through the CaféWell platform between January 1 and 31, 2022.
- ✓ You may upload multiple receipts at the same time on the electronic form for reimbursement consideration.
- ✓ Receive an email from CaféWell confirming your submission.
- ✓ Receive an email from CaféWell when your submission is processed.
- ✓ Receive your approved Fitness Reimbursement amount in your paycheck. This will occur as soon as administratively possible *after March*.

How to submit the Fitness Reimbursement form and receipts on CafeWell

1. Visit mylabcorp.com or mAPS and click the [CaféWell link](#) to sign in to your CaféWell account. IF you are asked, enter your email address and password, then click “**Sign In.**”
2. Select the “**Fitness Reimbursement Program**” announcement at the top right of the home page:



3. Scroll down the information page and select the “Submit Now” button:

Resources

[View Step-by-step instructions for submitting Fitness Reimbursement.](#)

[View Frequently Asked Questions: Fitness Reimbursement.](#)

Step 3

Submit Now

Questions?

If you have questions about the Fitness Reimbursement Program please contact PeopleCare at 888-800-4002. Advocates are available to help you Monday - Friday, 8 a.m. - 8 p.m. EST.

[Help](#) [Contact Us](#) [About Welltok](#) [Terms of Use](#) [Privacy Notice](#) [Accessibility](#)

4. Fill in your information in the white fields on the electronic form.

- Enter a valid 10-digit phone number. Enter ONLY numbers.
- Verify your email address is correct
- Enter your requested reimbursement amount between 1 and 300. Do NOT enter a dollar sign (\$).

Participant Info		Notes
First Name	John	Complete ONE form to request reimbursement for ALL eligible fitness-related expenses such as gym memberships, program fees, and fitness/exercise equipment. All forms must be received between January 1 – 31, 2022 for eligible expenses incurred during 2021 . Total amount requested cannot exceed \$300. More information about what qualifies as an eligible expense is available on mylabcorp.com, mAPS or by calling PeopleCare at 888-800-4002.
Last Name	Doe	
Date of Birth	12/12/1980	
Address	123 Main St Anytown, State 00000	
Phone Number	5555555555	
Email	john.doe@email.com	
Reimbursement Amount	300	
Employee ID	000000	
Form ID	1029	
Select Option	Diagnostics	
Select Receipt Type	Gym or Health Club Mem	

5. Click the **“Choose Files”** button to attach an electronic copy of your receipt(s) or other documentation (bank statement, gym membership statement, etc.).
 - Find the receipt file(s) on your computer to attach and click **“Open.”**
 - Each receipt must be a jpeg, png or pdf type file.
 - Receipts must match the total reimbursement requested. You may enter multiple receipts and submit all of them on the same form.
6. Click **“Upload File”**.
7. Verify each receipt file displays in the list.
8. Confirm all information entered is correct and all receipts are attached, then click **“Submit.”**

Upload Files

Proof of Payment / Receipts

Attach Itemized receipts or a copy of your bank statement or credit card statement (for electronic payments) showing your name, date of purchase, the activity or item purchased, and the charges or fees paid. Eligible expenses must be incurred after your date of hire or eligibility. You must be an active employee at the time of reimbursement.

Authorization

By submitting, I verify that the information provided in support of this reimbursement request is correct and the services and/or items were purchased for my personal use. I am claiming reimbursement only for eligible expenses incurred during the applicable plan year. Approval or denial of my request is at LabCorp's discretion.

File size cannot exceed 20 MB.
 Only jpeg, png, pdf file extensions are allowed.
 Upload single or multiple receipts at one time.

Form Summary

Step 5

Step 6

Choose Files

No file chosen

Upload File

Row Number	File Number	File Name	File Size
<i>No Files Attached</i>			

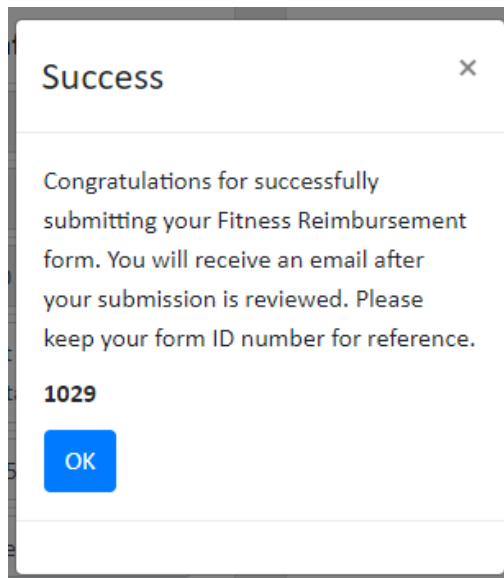
Step 8

Step 7

Submit

How will I know if my reimbursement has been submitted successfully?

1. Once you have clicked submit on the form on CaféWell, you will see a pop-up message on your screen confirming your successful submission. Click OK to return to your CaféWell home page.



2. You will also receive an email notification to the email address you provided on the form once you have successfully submitted your reimbursement request.
3. Important notes:
 - Please **allow up to 4 weeks** for your submission to be reviewed. You do not need to resubmit your request during this time.
 - Your Fitness Reimbursement status information **will not change** on your CaféWell Rewards dashboard until after your request is reviewed and approved.
 - Watch your email for status notification.

How will I know if my reimbursement has been approved?

1. You will receive an email notification that your reimbursement request has been reviewed and approved.
2. You will see “Approved” with the approved amount and date for the Fitness Reimbursement on your Rewards dashboard.
 - a. To view the status of your submission, click on “**Rewards**” on the home page top menu.
 - b. On your Rewards Dashboard, click the arrow next to “**Fitness Reimbursement**” to open that activity and view the status.

When will I be reimbursed?

Once you receive your approval email, reimbursements will be paid directly to you via payroll on your regular payroll check. This will occur as soon as administratively possible *after March*.

My reimbursement was denied, what do I do now?

Review the reason your request was denied in the email. You have five days to resubmit your request with any missing documentation or clarification for reconsideration.

Some reasons your request may be denied include:

- Illegible receipts
- Receipts without 2021 dates of service
- Receipts for items/services not covered by Fitness Reimbursement (See “What Expenses are Eligible for Reimbursement” below for additional details)

You may provide updated information to correct the issue by logging back into CaféWell and resubmitting your Fitness Reimbursement form with updated documents **within five days of receiving your denial notification**. Follow the same steps as you did initially or follow “How to submit the Fitness Reimbursement form and receipts on CaféWell” above. If you have any questions or believe this to be an error, please contact PeopleCare for further direction.

My reimbursement was partially approved, what do I do now?

You have five days to log in to CaféWell and revise your submission. If you have questions, please see the [FAQ](#) or contact PeopleCare at 888-800-4002 or email peoplecare@adp.com. if you submitted a request for an amount that is keep in mind you are only eligible to be

You will receive an email indicating that your request was partially approved.

You may provide additional information to be reviewed for reimbursement up to the maximum of \$300 by logging back into CaféWell and submitting an additional request and receipts within five days of receiving notice of the partial approval. Follow the same steps as you did initially or follow “How to submit the Fitness Reimbursement form and receipts on CaféWell” above. If you have any questions or believe this to be an error, please contact PeopleCare for further direction.

What expenses are eligible for reimbursement?

The following are examples of the types of memberships, equipment** and devices** that may be considered under the Fitness Reimbursement Program:

- a. Activity trackers (such as Fitbit, Jawbone, Garmin)
- b. Bicycles and/or helmets
- c. Cardiovascular home fitness equipment
- d. Exercise DVDs
- e. Gym and health club memberships
- f. Hand weights, exercise/balance balls, resistance bands
- g. Personal trainers
- h. Road race fees
- i. Yoga, Pilates, aerobics and dance classes (when taught by a certified instructor)

For an item to be considered for reimbursement, its main function or purpose should be fitness related and must be purchased in the program year you are filing for reimbursement and after your date of hire or eligibility. Approval or denial of reimbursement is at the Company's discretion.

***All equipment and devices must be purchased new, within the plan year. Receipt and proof of payment are required. Excludes secondary markets such as Craigslist and eBay.*

More information about what qualifies as an eligible expense is available on mylabcorp.com, mAPS or by calling PeopleCare at 888-800-4002.