

Fitness Reimbursement Program — U.S.

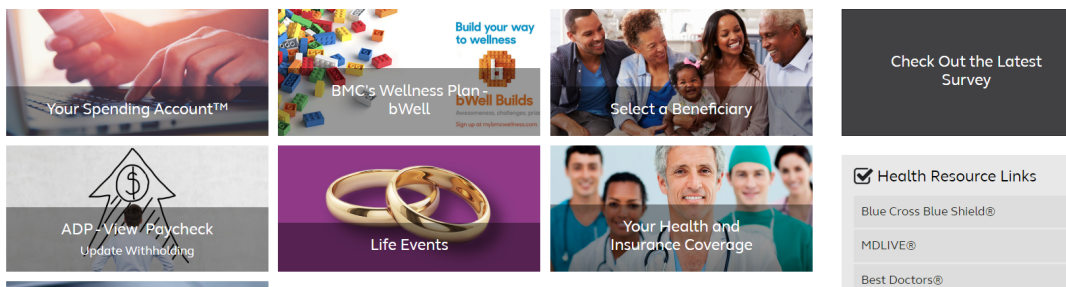
The U.S. Fitness Reimbursement Program is administered by Your Spending Account on the MyBMC Rewards website. This program allows you to receive a one-time annual reimbursement of up to \$225 per year for fitness related activities, including gym memberships and exercise classes. A full listing of eligible expenses is located on the Your Spending Account section of the website. You may only submit your expenses **once per calendar year**. You can submit expenses that you incur as an active employee, and you must be actively employed at the time you submit your claim. You have until March 31 of the following calendar year to submit your request.

For Houston and Austin Onsite Gym Members:


- If your monthly membership dues are deducted from your paycheck, you still need to submit a claim for reimbursement.
- You need to submit your final pay stub of the year to Your Spending Account with your annual claim.
- Submit only **one claim per year**.

To request reimbursement through Your Spending Account, please follow these steps:

1. Login to MyBMC Rewards (<http://www.mybmcrewards.com>)
2. Click on the **Your Spending Account** tile.



3. A new window will open to the Your Spending Account portal. Click on **Get Reimbursed** under the Take Action menu and choose **Fitness**.

| Take Action  |
|---|
| ▶ Accounts |
| ▶ Get Reimbursed |
| Pay Bill |
| ▶ View Activity |
| ▶ Check Eligible Expenses |
| Enroll for Commuter at Wired Commute |
| Request an Additional Card |
| Edit Your Profile |
| Knowledge Center |

4. Enter the required information and upload your receipt(s). Fax and mail is also an option to submit your receipt(s). Click **Continue**.

Create Fitness Reimbursement Request

Enter Expenses Review Expenses Prepare Documents Send Documents

Choose How to Send Your Receipts or Documentation
You're required to send us receipts or other documentation for all expenses to process your reimbursement request.
Choose **one** method to send your documents.

Upload

1. Attach an electronic copy or photo of the documents.
2. Send attached documents on this site.

Fax or mail

1. Create a cover sheet on this site.
2. Print and sign the cover sheet.
3. Send cover sheet **and** documents.

Enter Expenses
You can enter up to 8 expenses. Choose **Add New Expense** if you have more expenses to enter.

Expense 1

Date of Service (mm-dd-yyyy)

Facility Name

Requested Amount \$

Add New Expense

5. Upload your receipt(s) and click **Submit Request**.

Note: By uploading documents and submitting your claim(s), you agree that any expense paid through the account hasn't been reimbursed. You also agree not to seek reimbursement from another plan for any expenses that are paid by the account. Claims decisions will be made according to plan provisions.

I certify that the expenses for which I'm requesting reimbursement, or for which I'm validating:

- Were incurred for services received by me under the plan
- Were for services furnished on or after the date my plan took effect
- Haven't been previously reimbursed in any other way or from any other source and won't be submitted for future reimbursement
- Don't include any amounts that are otherwise payable by plans for which I am eligible
- Are limited to expenses listed as eligible for this account on this website