



Espresa

TEMPLATE

# WELLBEING REIMBURSEMENTS

[espresa.com](https://espresa.com)



# Wellbeing Reimbursement Template

Your wellbeing and the wellbeing of your family is our COMPANY's culture commitment. That's why we're happy to offer flexible reimbursements to support your wellbeing including – wellness, fitness, childcare, and eldercare!

## ELIGIBLE EXPENSES

Below is a list of expenses that are eligible for reimbursement.

- Plan eligible date: Jan 1, 2021, to Nov 30, 2021 – *Note: you can also perform a run out period to Jan 31, 2022*
- Final date to submit expenses is Nov 30, 2021

REIMBURSEMENTS	EXAMPLES
Bicycle equipment	<ul style="list-style-type: none"><li>• Bicycle or tricycle purchase (we don't discriminate against that third wheel)</li><li>• Bicycle repair</li><li>• Helmet purchase – we're not kidding, protect that brain of yours, we need it</li><li>• Clip-in bike shoes</li></ul>
Childcare <sup>1</sup>	Nanny, daycare, or sitter for your dependent child(ren)
Eldercare <sup>1</sup>	Taking care of elder family member(s)? Cheers to you! In-home or registered care centers that are not covered by insurance – don't worry – we've got you.
Fitness devices and trackers	<ul style="list-style-type: none"><li>• Heart rate monitor</li><li>• Smart scale</li><li>• Wireless fitness tracker – watch, ring, bracelet, etc.</li></ul>
Fitness classes	<p>We just want you to get moving however you can. With online/virtual programs and classes led by certified instructors; the options are endless and we're offering this benefit to your dependent child(ren)!</p> <ul style="list-style-type: none"><li>• Dance</li><li>• Fitness coaching and personal training</li><li>• Indoor cycling and spin classes</li><li>• Kickboxing</li><li>• Martial arts</li><li>• Pilates and yoga</li><li>• Tai Chi</li><li>• Zumba</li></ul> <p>We also cover online fitness apps, such as Aaptiv, Alo Yoga, barre3, Beachbody, Bulldog Yoga, CorePower, Peloton, The Daily Burn, The Mirror, JumpSpor, p.volve</p>
Home delivery costs for medicine	<p>Is there anything that isn't delivered these days?</p> <p>Medicine and pharmacy delivery, if services are not covered by your medical/health plan, don't worry, your coverage has coverage with us!</p>
Home exercise equipment	<p>Why leave the house? Home gym equipment is also reimbursable!</p> <ul style="list-style-type: none"><li>• Dumbbells, kettlebells, resistance bands, workout mats</li><li>• Elliptical and rowing machines, stair climbers, recumbent bikes, treadmills</li></ul>
Homeschool resources	<p>WFH has become the norm and so has school-from-home. Here are some great expense-able items for your dependent child(ren):</p> <ul style="list-style-type: none"><li>• Curriculum</li><li>• Teaching supplies</li><li>• Workbooks and textbooks</li></ul>



	<ul style="list-style-type: none"> <li>• Online education, courses, tutoring</li> <li>• Summer classes</li> <li>• STEM and other education-related camps</li> </ul>
<b>Nutrition support</b>	Programs and apps such as Jenny Craig, Weight Watchers, Noom, Nutri-System and others are covered, as well as nutritional counseling, if not covered by your medical/health plan!
<b>Sleep support</b>	<p>A good night's sleep is paramount to your health – that's why we're including some fun things here to have you asleep faster, and without the sheep counting.</p> <ul style="list-style-type: none"> <li>• Black out curtains</li> <li>• Sleep masks</li> <li>• Weighted blankets</li> <li>• New mattress</li> <li>• Sleep support apps</li> </ul>
<b>Smoking cessation</b>	<p>Anything not covered by your medical/health plan, we're here to support.</p> <ul style="list-style-type: none"> <li>• Therapy, counseling, non-smoking apps</li> <li>• Gum, patches, or cessation medication</li> </ul>
<b>Virtual classes</b>	<p>Part of your wellbeing is doing things you love and getting outside of the workspace and into the YOU space. Consider classes that challenge your mind and body! And we're offering this benefit to your dependent child(ren)!</p> <ul style="list-style-type: none"> <li>• Art</li> <li>• Cooking</li> <li>• Dance</li> <li>• Drama/theater</li> <li>• Mindfulness</li> <li>• Music lessons and music therapy</li> </ul>

<sup>1</sup>Please note, U.S. employees – expenses for childcare and/or eldercare that are submitted for reimbursement under this program cannot also be submitted through your Daycare Flexible Spending Account

#### INELIGIBLE EXPENSES

- Purchases/expenses incurred prior to January 1, 2021
- Purchases/expenses incurred prior to or following your employment with COMPANY
- Expenses that do not fall within one of the reimbursable categories listed above, including:
  - Books, except homeschool resources
  - Supplements and vitamins
  - Clothing

## THE NOT-SO-SMALL PRINT

- Our reimbursements are administered by [Espresa](#) and are a taxable benefit/benefit-in-kind, which is subject to applicable local payroll tax deductions. The amount you are reimbursed will, therefore, be lower than the expense you submit in Espresa.
- To find out the amount you have available for reimbursement, visit Espresa via our Okta page. Note: if you joined COMPANY on or after June 30, 2021, the available amount will be pro-rated. Interns will also receive a pro-rated amount!
- Once you have incurred an eligible expense, submit your reimbursement request to Espresa at any time during the reimbursement period, including evidence of payment (showing your name, purchase amount, and date).
- Approved requests will be reimbursed through your paycheck in the normal payroll cycle for the month following approval (e.g., a request approved on July 12 will be reimbursed by August 30), subject to deduction of applicable taxes.
- The deadline to submit expenses is November 30, 2021. Any expenses submitted after November 30, 2021, will not be eligible for reimbursement.
- Any amounts unused by November 30, 2021, will be forfeited.
- You must be employed by COMPANY at the time you submit your request to receive your reimbursement.

**How can we help you today? Reach out to your culture team with [Espresa](#) to learn more about how flexible reimbursements can energize your remarkable talent.**