

CITY OF TULSA

2027 GYM REIMBURSEMENT

REIMBURSEMENT AMOUNT



- Maximum reimbursement amount is **\$180** per fiscal year.
- Reimbursement is limited to six consecutive months of paid gym membership fees incurred during the fiscal year.
- If the total amount paid for six months is less than \$180, reimbursement will be limited to the actual amount paid.
- Employees are eligible for one reimbursement payment per fiscal year.

ELIGIBILITY REQUIREMENTS



- Must be a non-sworn active City of Tulsa employee.
- Must have been employed with the City for at least six months during the fiscal year before submitting a reimbursement request.

QUALIFYING EXPENSES

GYM MEMBERSHIP



- Fitness centers
- Health centers focused on exercise
- Yoga studios
- Martial arts facilities
- Traditional gyms
- Digital Fitness

ADULT FITNESS COMPETITION



- Marathons
- Triathlons
- Running events
- Walking events
- Cycling events
- Other public fitness competitions
- Employees must choose either gym membership reimbursement or fitness competition reimbursement for the fiscal year.

DIGITAL FITNESS

Digital memberships that provide exercise programming or instructor led fitness classes may also be considered eligible gyms subject to Human Resources review and approval. To be eligible, members must incur six consecutive months of paid membership fees within the fiscal year.

DOCUMENTATION REQUIREMENTS



GYM MEMBERSHIP REIMBURSEMENT

Employees must submit:

- Itemized receipts or a statement from the fitness facility

Documentation must include:

- Employee name
- Facility name and contact information
- Itemized charges and dates
- Membership months

FITNESS COMPETITION REIMBURSEMENT

Employees must submit:

- Entry fee receipts showing:
 - Employee name
 - Event Name
 - Event Date
 - Amount paid

- A 26.2-mile marathon will be reimbursed as 6 competitions with submission of an official, timed online results page, or certificate of completion from the organization sponsoring the marathon



HOW TO SUBMIT



- Gather required documentation.
- Log in to Employee Self-Service (ESS).
 - <https://cityoftulsa.munisselfservice.com/default.aspx>
- Navigate to the Gym Reimbursement section.
- Upload supporting documentation.
- Submit your reimbursement request.

SUBMISSION DEADLINE



All reimbursement requests must be submitted through Employee Self Service (ESS) no later than **3:00 p.m. on June 30, 2027**.

Any request submitted after the close of the fiscal year will be denied.

The Fiscal Year begins on July 1, 2026, and ends on June 30, 2027

PLEASE NOTE

REIMBURSABLE AMOUNT



- The City will only reimburse **six consecutive** months of paid fees incurred during the fiscal year.
- If the total eligible amount is less than \$180, reimbursement is limited to the actual amount paid during the 6 months.



DOCUMENTATION

- Itemized receipts or facility statements are required.
- Documentation must show the employee's name, facility name, facility's contact information, and charges paid.
- Screenshots of payment confirmations, bank transactions, Venmo, Cash App, Zelle, or credit card statements are not accepted as proof of payment.



GYM FEES

- Reimbursement requires six consecutive months of paid membership fees during the fiscal year.

COMMON REASONS GYM REIMBURSEMENT EXPENSE CLAIMS ARE DENIED

Claim submitted after the June 30 deadline.	Less than six consecutive months of gym membership payments submitted.	Missing employee name, facility name, or payment details on receipts.	Membership fees were incurred outside the current fiscal year.	Submission includes screenshots of bank transactions or payment apps instead of itemized receipts.	Documentation is incomplete or illegible.	Employee has not met the six month employment requirement.	Duplicate reimbursement request submitted during the same fiscal year.

FOR QUESTIONS PLEASE EMAIL INSURANCE@CITYOFTULSA.ORG

SCENARIO EXAMPLES

EXAMPLE 1: STANDARD GYM MEMBERSHIP

Bob joined ABC Fitness in July 2026 and paid \$35 per month for six consecutive months during the fiscal year. ($\$35 \times 6 = \210). He submitted a reimbursement claim in MUNIS in December 2026, and requested \$180, and attached Itemized receipts showing each monthly payment.

Result: Approved for \$180.

Why?

Bob met the six consecutive month membership within the fiscal year requirement and submitted all required documentation.

EXAMPLE 2: CLAIM LESS THAN \$180

Maria paid \$20 per month from August 2026 through January 2027 in gym membership fees. After six months she paid a total of \$120. She submitted a reimbursement claim in MUNIS in January 2027, requesting \$120 and attached itemized receipts.

Result: Approved for \$120.

Why?

Employees are reimbursed for their actual eligible expenses, up to the annual maximum.

EXAMPLE 3: MISSING ITEMIZED RECEIPTS

John submitted a reimbursement claim in MUNIS in December 2026, requesting \$180. He attached his membership agreement and screenshot of his bank transactions. He did not provide itemized receipts.

Result: Denied

Why?

Itemized receipts or a statement from the gym are required. Bank or credit card screenshots are not allowed.

EXAMPLE 4: DID NOT COMPLETE SIX CONSECUTIVE MONTHS

Ashley joined a gym in July 2026. She submitted a reimbursement claim in MUNIS in October 2026, after only four months of membership. She included all itemized receipts.

Result: Denied

Why?

Employees must complete six consecutive months of paid membership before requesting reimbursement. Future membership months cannot be counted toward the six consecutive month requirement.

EXAMPLE 5: FITNESS COMPETITION

David participated in 6 Races during the fiscal year. Each race had a registration cost of \$100 ($\$100 \times 6 = \600). He submitted a reimbursement claim in MUNIS after completing all of the races and requested \$180. He submitted race registration receipts for all races, and itemized receipts for all races.

Result: Approved for \$180.

Why?

Approved fitness competitions are reimbursable with proper documentation.

EXAMPLE 6: PAID FOR A YEARLY MEMBERSHIP

Joe joined 10 Fitness in July 2026 and paid \$180 for a year membership (July 1, 2026 - June 30, 2027). He submitted a reimbursement claim in June 2027 in MUNIS and attached itemized receipts showing his yearly membership dues and requested \$180.

Result: Denied for \$180.

Why?

The reimbursement request was submitted for the full annual fee but only 6 months within the fiscal year are reimbursable. Joe would need to resubmit a new claim for \$90 ($\$180 / 12 \text{ months} \times 6 \text{ months} = \90).