



GYM REIMBURSEMENT PROGRAM 2027

The City of Tulsa will reimburse non-sworn active employees **up to \$180 (taxable) for six consecutive months of paid memberships in local gyms, or for their participation in six paid fitness competitions** if the activity occurred during the City's fiscal year beginning July 1, 2026, ending June 30, 2027. The Gym Reimbursement must be submitted through **MUNIS** to be processed. To claim reimbursement, employees must submit **itemized** receipts with the name and contact information of the Gym or a statement within the **fiscal** year via Employee Self Service (**ESS**). Employees should always check with their physician before starting any exercise program.

I. Gym

A "gym" is a workout or exercise class facility with regular monthly, quarterly, or yearly payments, at which an employee primarily engages in exercise. Examples include yoga studios, karate studios, health centers focused on exercise, and traditional gyms. Sole proprietors and independent instructors are not considered gyms, unless they have public facilities accessible to anyone who pays dues. A facility with golfing, tanning, spas, etc. may not be considered a gym: Human Resources will make final determinations.

II. 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. Examples include Peloton, Les Mills on Demand, Daily Burn, Apple Fitness +, Tonal. Streaming entertainment services, general wellness applications, meditation applications, nutrition applications, equipment purchases, one time workout purchases, and free online exercise content are not eligible for reimbursement.

III. Adult Fitness Competitions

Instead of a gym membership reimbursement, an employee may be reimbursed for adult fitness competitions. An adult fitness competition is a race, walk, marathon, or other fitness competition that is open to the public at which you represent yourself or the City of Tulsa. Examples include marathons, bike races, triathlons, and walks. **Motor vehicle races, golf tournaments, and cosmetic competitions, including body building, are not reimbursable.** An employee who chooses to be reimbursed for competitions will need to submit receipt of payment listing what event they participated in, the cost, and the date. The receipt must also be in their name. Employees who seek adult fitness competition reimbursement may **not** seek additional reimbursement for gym membership. Employees should be *healthy enough* and *physically capable of exercise* in the competition for which they submit reimbursement.

IV. Reimbursement

Reimbursement means the City of Tulsa will pay employees for six months of gym expenses or the entrance fees for six fitness competitions, races or marathons, **up to \$180 per fiscal year**. Races will be reimbursed if they total 6 adult competitions within the fiscal year. 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. Only the most recent month receipts before a claim submission will be reimbursed. All receipts must include the name, address, and contact number of the gym or sponsor of the competition.

Reimbursement will only be paid for services related to exercise: additional membership, **or** entrance tiers for items or services unrelated to exercise will not be reimbursed, and the next lowest tier focused solely on exercise will be reimbursed instead. Only the employee who is listed on a Family gym membership shall be reimbursed if the employee is healthy enough to exercise at the gym and is the primary on the account. **Employees must be employed for six months within the fiscal year prior to making a submission to be considered eligible for reimbursement.** The City of Tulsa will not reimburse employees for free services, unpaid services, payments in advance, future memberships, future race expenses, or services paid for someone other than the employee. For annual, quarterly, or prepaid memberships, receipts must identify the membership period covered and the monthly membership cost. Reimbursement will be limited to only six months of eligible membership expenses during the fiscal year. The City of Tulsa will only issue one reimbursement per employee or employee family per **fiscal** year, regardless of whether the \$180 limit has been met. You must submit reimbursement receipts for six months of consecutive membership or six competitive events when you request reimbursement, even if those receipts total more than \$180. The City of Tulsa **will not** reimburse employees for programs it provides or subsidizes. Local gyms that offer discounts to City of Tulsa employees are reimbursed at the reduced rate. Reimbursement will be by direct deposit. If a check is deposited, it will not be reissued.

The City of Tulsa reserves the right to review employee requests for reimbursement before and after payment is issued. By submitting a claim for reimbursement, employees submit to all review procedures, which may become investigations involving verification of gym membership, employee participation at the facility or Fitness event in question, and/or financial statements from banks and credit card companies. By submitting a claim for reimbursement, employees acknowledge that this reimbursement is not compensation for work performed at the City of Tulsa. The amount paid to the employee may be refunded to the City of Tulsa through employee payroll deduction if it is determined that the request for reimbursement was false or fraudulent.

Employees suspected or accused of fraud will be investigated by Human Resources. Investigations that find violation of work rules may result in disciplinary action up to and including termination. See Personnel Policies and Procedures (PPP) §411.3 R-9 & R-37 or Collective Bargaining Agreement (CBA) Appendix B R-9 & R-37.

V. Substantiation

Uploaded receipts representing six months of expenses at a gym or six entrance fee expenses for adult fitness competitions during the **fiscal** year July 1, 2026, through June 30, 2027, will be considered for reimbursement. ***Do not attach personal bank or credit card statements.**

All reimbursement requests must include itemized receipts showing the employee's name, provider name, dates of service, description of membership, and amount paid. Non itemized receipts, screenshots, renewal notices, or account summaries may be denied.

Only one reimbursement claim per family or employee will be processed and issued per fiscal year. Two people who are married/living together in the same household cannot submit 2 claims for shared membership unless they have their own individual account/membership. Employees on

Workers Comp, Leave Without Pay, Administrative Leave, or whose status is Inactive in MUNIS are ineligible to receive a gym reimbursement.

All claims for reimbursement will be accepted for processing until 4:00 pm June 30, 2027. Any claim submitted for reimbursement beyond June 30th, 2027, cutoff date will be denied and returned to the employee.