**Plymouth Rock Health and Fitness Reimbursement Program**

**Frequently Asked Questions (FAQs)**

**Program Information**

**What is the Plymouth Rock Health and Fitness Reimbursement Program?**

The Plymouth Rock Health and Fitness Reimbursement Program offers Plymouth Rock employees up to $100 per quarter, less appropriate income taxes, for participating in the health or fitness activity of their choice. That’s up to $400 per year!

**Who is eligible to participate in the Global Exercise Reimbursement Program?**

All active full-time and qualified part-time Plymouth Rock employees who are not enrolled in the Boston Sports Club subsidized membership are eligible.

**I’m a new employee. When can I participate?**

Employees are eligible for the program the quarter following their hire date.

**Is my family eligible to participate?**

No, only Plymouth Rock employees are eligible to participate.

**I have a family membership that covers my spouse/partner and myself. How do I submit reimbursement for my part of the membership?**

Families are not eligible for reimbursement, however since many gyms offer family pricing packages, employees can submit the receipt for a family membership while noting the individual cost for their portion of the membership. The individual cost is typically provided when you sign up for a membership and/or in the package detail.

**I’m already a member of a gym. Am I eligible to participate?**

Yes, regardless of whether you have just joined a gym, or you have been a member for years, all employees are eligible for the Plymouth Rock Health and Fitness Reimbursement Program.

**Accessing the Plymouth Rock Health and Fitness Reimbursement Program**

**Where can I access the Plymouth Rock Health and Fitness Reimbursement Program?**

To access the program simply go to plymouthrock.globalfitrewards.com.

**How do I register?**

Set up your account by selecting the “Register” button on your reimbursement landing page plymouthrock.globalfitrewards.com. Verify your personal information and enter your Network ID to create an account. Once this is complete, you will be able to submit your request for reimbursement.

**When can I register? Is there a limited window or can I register at any time?**

You can register at any time after you become eligible for the program.

**Eligible Expenses**

**What fees are eligible for reimbursement?**

The following are eligible for reimbursement:

• **Fitness Center Membership Fees:** Fitness Center, health club, studio, and aquatic center membership fees. Membership and organized exercise program fees are eligible for reimbursement under this program tile. Proof of purchase is required to earn reimbursement.

• **Group Exercise Class Fees:** Exercise classes that are not included in a fitness center membership and are led by certified instructors. Examples of eligible classes include but are not limited to: Yoga, Pilates, dance, ClassPass, boxing, self-defense, strength training, core conditioning, indoor cycling, boot camp, water aerobics, etc. Classes must be led by certified instructors. Proof of purchase is required to earn reimbursement.

• **Weight Management Program Fees:** Examples of eligible weight management programs include but are not limited to Weight Watchers, Jenny Craig, NutriSystem, and eDiets.

• **Apps and Virtual Subscriptions:** Streaming fitness classes or apps that have a cost associated with them. Examples include but are not limited Peloton, Noom, and Beach Body on Demand. Mental wellbeing apps like Calm and Headspace are also eligible for reimbursement. Proof of purchase is required to earn reimbursement.

• **Organized Leagues and Activities:** Eligible activities include individual and group competition entry fees (5k race, marathon, Tough Mudder, etc.), team sport league fees (flag football, volleyball, etc.) and sports lessons (swimming, tennis, etc.). Please note that leagues and lessons for leisure activities such as golf and bowling are not eligible for reimbursement. Proof of purchase is required to earn reimbursement.

**Submission Process**

**What documentation is needed to process my reimbursement?**

You will be asked to submit a receipt or other verifiable form of documentation from the organization sponsoring the health or fitness activity as proof of purchase.

**Where do I submit my information for reimbursement?**

All supporting documentation for your request can be uploaded through your reimbursement account, which can be accessed by visiting plymouthrock.globalfitrewards.com.

**How do you define a quarter for reimbursement?**

The quarterly requirement for reimbursement is defined strictly as January-March, April-June, July-September and October-December.

**What is the deadline to submit my application for reimbursement?**

You must submit your reimbursement request within 21 days after the end of a quarter to be approved for the previous quarter’s expenses.

**What formats are acceptable when submitting the required documentation for reimbursement?**

Supporting documentation can be uploaded in JPEG, GIF, TIFF, or PDF formats, and should not exceed 500KB.

**How can I confirm that my reimbursement has been processed?**

Once you log into your reimbursement account, you will be able to view your submission and the associated status.

**How can I obtain a copy of the reimbursement form that I submitted?**

If you need a copy of your reimbursement form, please print the document submission screen for your records.

**Reimbursement**

**How and when will I receive my reimbursement?**

Approved expenses will be paid monthly through Payroll. Terminated employees are eligible to receive reimbursement for approved expenses as long as the expense was submitted prior to their last day of employment. You may log in to your GlobalFit account to check the status.

**After submission, how long does it take for my reimbursement to be processed and appear in my paycheck?**

Reimbursements will be processed in the month after your reimbursement is approved.

**Is there anything that might cause delays in receiving my reimbursement?**

Providing incorrect or incomplete account information and not meeting requirements are some factors that might lead to delays or cause your reimbursement to be declined.

**Other Questions**

**What is the maximum reimbursement?**

The maximum reimbursement is up to $100 per quarter (i.e. up to $400 per year), less appropriate income taxes across all programs.

**If my fitness expenses during one quarter are less than $100, can I roll that unused money over into the next quarter?**

No, unused funds cannot be rolled over into the next quarter.

**Can I submit more than one request for reimbursement – for example, one for gym membership, then another one for group exercise classes?**

Yes. You can submit multiple receipts up to the reimbursable amount per quarter.

**If I pay for my fees annually, do I still need to submit for reimbursement quarterly?**

Yes. Quarterly submission is a requirement of the program. You may submit the same receipt in multiple quarters until you have been reimbursed for the full cost or reached the maximum amount for reimbursement.

**Can I get reimbursed for fitness equipment I purchase for home-use?**

No. Fitness equipment is not eligible for reimbursement as part of this program.

**Technical Support**

If I have questions or difficulties, who can I contact for support?

You may email support@globalfitrewards.com or call 1-800-591-8880. If you are logged in to your account you may also open a support ticket at the bottom of the webpage.