

REIMBURSEMENT REQUEST

Requests are submitted to receive quarterly reimbursement for gym membership fees. All reimbursements are conditional and based upon submission deadlines and required documentation.

GYM MEMBERSHIP FEES



1. Select the **Requests** application.
2. Click the **Create Request** button under Actions.
3. Under Request Type select **All**. Choose **Gym Membership Fee Reimbursement**.
4. Click **Ok**.

The screenshot shows the 'Create Request' interface. At the top, there is a search bar and the 'JACKSON' logo. Below that, the title 'Create Request' is displayed. The 'Request Type' field is set to 'All', and a dropdown menu is open showing 'Gym Membership Fee Reimbursement' as the selected option. At the bottom, there are 'OK' and 'Cancel' buttons.

5. Complete all required fields: **gym attended**, **gym address**, and **gym phone number**.

6. Enter the months (up to 3 months for the quarter) you are requesting reimbursement for.

The screenshot shows a text input field with the label 'Month(s) Attended in Quarter: (Required)'. The text 'April, May, June' is entered in the field.

7. **Attach proof of payment** and **proof of attendance** by uploading scanned copies or pictures of receipts.
8. Click **Submit**.
9. Your reimbursement request has now been sent to HR.