



WELLNESS REIMBURSEMENT REQUEST

Team Members eligible for Ruan's Benefits By Choice program may be reimbursed 50% of your paid expenses, up to \$200 per family per calendar year, for an approved weight-loss program, smoking cessation course, or fitness facility. *Diet foods, supplements, sports equipment, apparel, shoes, or expenses for recreational activities are not eligible for reimbursement.* Expenses incurred in the prior calendar year must be submitted by March 31 of the current year. Questions? Call the Human Resources Hotline at 1-800-845-6675.

EMPLOYEE SECTION

Name: _____ Employee ID or SSN: _____

Street Address: _____

City, State, Zip: _____

Terminal #/Location: _____ Date of Hire: / /

Program Type: Exercise Weight Loss Smoking Cessation

Name of Facility/Course: _____

Program Length: _____ Contact Person: _____

Copy of my payment is: Enclosed Will Send Separately
(Make sure your name/ID is clearly marked on all supporting documents.)

Signature: _____ Date: / /

Send this completed form and a copy of your payment receipt(s) to:

Mail: Ruan Benefits Department
PO Box 855
Des Moines, IA 50306

OR fax to: 515-558-3497

OR e-mail: benefits@ruan.com

DO NOT COMPLETE BELOW THIS LINE: FOR REIMBURSEMENT PROCESSING ONLY

Pay Group: _____ File #: _____ Job Type: Driver Technician Office/Other

BBC Eligible: Yes / No Approved Amount: \$ _____ Pay Date: _____

Reviewed By: _____ Date: _____

Approved By: _____



Wellness Reimbursement Program

Ruan provides a Wellness Reimbursement program for eligible employees of Ruan and its subsidiaries and affiliates. The purpose of the program is to encourage employees and their families to participate in a regular fitness, weight loss, and/or smoking cessation programs.

Reimbursement Guidelines:

- Full-time, regular employees eligible for Benefits By Choice and have met their 60 day waiting period
- Employees will be reimbursed 50% of the eligible expenses incurred by the employee and eligible family members up to \$200 per calendar year.
- Eligible expenses (outlined below) include fitness facilities, weight-loss programs, or smoking cessation course/aids.

Fitness Facilities

What is covered? Memberships (including joining fees) at an established health club or fitness center, personal training, and fitness classes are eligible for reimbursement. Employees may also receive reimbursement for fitness classes offered by a community organization. Reimbursement will be made after all discounts and rebates are applied.

What is not covered? Sports equipment, apparel, shoes, or expenses for recreational activities (i.e., volleyball, bowling, softball teams, swimming lessons, or children's activities) are not covered. If a Des Moines-based employee is a member of the Ruan Wellness Center and the company is paying the monthly membership fee, the employee is not eligible to receive reimbursement for any other fitness facilities during that time period.

Weight Loss

What is covered? Weight-loss programs, such as Weight Watchers or nutritional counseling, are eligible expenses.

What is not covered? Diet foods and supplements are not eligible expenses. Program charges that are covered/reimbursed by a medical insurance plan or another source are also excluded.

Smoking Cessation

What is covered? Smoking cessation courses and aids (i.e. prescription medication, FDA-approved over-the-counter medication, Nicotine patches/gum) are eligible expenses. Any portion of a prescription medication that is covered by a medical insurance plan is excluded from reimbursement.

What is not covered? Non-FDA approved over-the-counter aids (i.e. electronic cigarettes) are not eligible expenses.

Reimbursement Process:

Team members request reimbursement by submitting a *Wellness Reimbursement* form along with a paid receipt from the facility or program. Forms are available on the company's intranet Portal, at www.benxpress.com/ruan under the "Your Resources" link, or through Human Resources.

After Human Resources processes the reimbursement, the amount will be added to the next pay cycle and appear on the employee's paycheck. All reimbursements under this program are considered taxable income by the IRS. Applicable federal, state and local taxes will be withheld from the reimbursement.

You have until March 31st to file for reimbursement on expenses incurred the prior year. Employees who purchase an annual membership near the end of the calendar may have their reimbursement pro-rated. Membership for the remainder of the calendar year will be processed and paid on the next pay cycle. The remaining months, which provide membership into the following year, will be applied to next year's reimbursement benefit and paid in January.

Questions about the program should be directed to Human Resources at 1-800-845-6675.



Wellness Reimbursement Program

Attention Des Moines Based Team Members With A Membership To The Ruan Wellness Center:

If an employee is a member of the Ruan Wellness Center (RWC), Ruan assumes you will remain a member through the end of the calendar year. Therefore a portion of your annual wellness dollars will be held for future membership payments. Any remaining funds will be available for additional expenses such as personal training, fitness classes, or weight-loss programs.

Example: You join the RWC in January and the monthly membership fee is \$15. Assuming you remain a member through December, the company will withhold \$180 (\$15 x 12 months) from the \$200 benefit through the Wellness Reimbursement program. You will still have \$20 left to use for other eligible expenses.

If you cancel your membership at the RWC, any funds being held for future payments will be released and made available for other eligible expenses.

Example: You cancel your membership at the RWC in June. So far you have incurred \$90 in membership expenses and been reimbursed \$20 for personal training fees. You would have a balance of \$90 (\$15 x 6 months) available for other eligible expenses incurred that calendar year.