



PREMIER

Wellness Benefit Guidelines

Overview

Premier is very committed to supporting physical, and mental wellness in our employees and offers a quarterly reimbursement for wellness related expenses. All permanent, full-time employees of Premier are eligible for this benefit.

Wellness Stipend: Employee quarterly tasks to receive this reimbursement

This benefit requires a bit of self-administration in order for Premier to offer the semiannual reimbursements, so we ask for your timely submittals and careful review of the guidelines.

General Guidelines, **ACTION REQUIRED: USE IT OR LOSE IT!**

- You can submit receipts for wellness expenses according to your length of employment:
 - **1 - 4 years \$150/quarter**
 - **5 - 9 years \$300/quarter**
 - **10 years \$450/quarter**
- You can choose how you want to spend your wellness stipend amount, just save and upload digital copies of receipts, statements or bills in order to substantiate the indicated amount of those receipts. Add transaction > New transaction > add description, ie: gym membership, mental wellness app, acupuncture, workout equipment, mani/pedi. Make sure to select the "Wellness" expense type.
- Receipts must include the date.
- **Upload copies of your wellness receipts to TripActions Liquid by the end of the quarter to be reimbursed. We will not be accepting late receipts.**
- **January - March deadline is 3/30/2023**
- **April - June deadline is 6/30/2023**
- **July - September deadline is 9/30/2023**
- **October - December deadline is 12/30/2023**
- Due to IRS regulations, these wellness reimbursements must be taxed.
- The Benefits Manager will validate and confirm the substantiated reimbursement amount.

[Wellness Eligible Expense List](#)