

# WAYS TO SPEND

## Claims

Locate the navigation bar at the top and click on **Claims**.


- Get approved in 1 - 2 days
- Get reimbursed automatically via payroll reimbursements.

### Claims

Any Status ▾ 🔍 Search [New Claim](#)

DATE	ID	AMOUNT	CATEGORY	STATUS
Dec 1, 2019	2983	\$28.18	Wearables	<span>⌚ Pending</span>
Nov 23, 2019	1282	\$302.89	Sports Equipment	<span>🔄 Recurring</span>
Apr 21, 2019	1182	\$90.02	Fitness	<span>❌ Rejected</span>
Feb 2, 2019	1089	\$34.41	Fitness	<span>✅ Approved</span>
Jan 13, 2019	0934	\$81.87	Fitness Center	<span>✅ Approved</span>
Jan 13, 2019	0847	\$67.34	Fitness Center	<span>✅ Approved</span>
Sept 17, 2018	0482	\$44.34	Sports Equipment	<span>✅ Approved</span>

### New Claim

 [Upload Receipt](#)  
No receipts uploaded.

**Cost**  
Enter Cost

**Transaction Month**  
Select Month

**Vendor Name**  
ex: Crossfit St-Louis

**Category**  
Select Month

**Which account is paying for this?**  
Wellness

**Who's making this claim?**  
Aasiya Jayavant

**Note**  
Add your justification for this expense

# CLAIMS FORM


← Back **New Claim**

Account  
Wellness (€10,000.00) ▼



Amount

Merchant or Provider

Category ▼

Purchase Date or Service Start 

Upload Receipt

  **Select File**

Max. upload size: 10MB per document, up to 30MB in total

Description

**Submit**

## Submitting a claim

- Make sure to keep the receipts of your eligible expenses
- Enter the cost, transaction month, vendor name, and a few other fields on the form.
- Only items purchased on or after the effective program start date will be approved
- The team is going to review the claims within 1-2 days and you'll get a noticed once the results are in.

# REIMBURSEMENT PLANS

## Reimbursement Plans

For large, pre-paid expenses like pre-paid gym memberships and sports equipment.

- Follow the same process as a regular reimbursement claim.
- Enter the total amount - which will be larger than your balance - the following should pop up and trigger a recurring reimbursement.

### Reimbursement Plan

If you file a claim for an amount greater than your account balance, we will reimburse you back every following period until the entire purchase is fully reimbursed (or the end of the calendar year, depending on your company's program policy).

# REIMBURSEMENT PLANS (Example)

Wellness

## Claim for ₺1,223.68 at Nike

**In Progress** · The next deduction from your Wellness account will be on 1/3/2022



₺740.00 reimbursed so far

out of ₺1,223.68 total [?](#)

### Reimbursement Plan (Monthly)

[See program policy for reimbursement info](#)

**₺740.00**

Approved on 12/3/2021

Reimbursement via

payroll

### Additional Claim Information

Date Claim Submitted

12/3/2021

Date of Purchase

11/20/2021

Description

Please find enclosed the invoice of athletic clothing and shoes



**Receipts**

# HOW TO SUBMIT A CLAIM PRIOR TO ELIGIBILITY

If you purchase an eligible gym membership or subscription prior to the effective start date or your hire date, you will need to submit your eligible membership with the prorated amount





- From the **Claims** page, click on **File a New Claim**
- Enter in all pertinent information.
- In the **Amount** section, enter in the prorated amount, not the full receipt amount
- Under the Description, write out the breakdown of the claim.

## **Example:**

If you start with “Company” in May 2022, but purchased a gym membership in January 2022 for 400. You would take the  $400/12 = 33.33/\text{month}$ . The program start date is January 1st so the 33.33 would be eligible for 8 months (May through Dec).  $33.33 \times 8 = 266.64$ .

You would submit the receipt, add 199.98 in the total, and in the description state "**gym membership purchased Jan 2022 for 400. Only eligible for 266.64 to be reimbursed.**"

# CLAIMS STATUSES

Status	
All Statuses	<a href="#">+ File claim</a>
<b>\$67.47 at Victoria</b> In Progress · BeConnected · 11/19/2021	 \$67.47 in progress Reimbursement Plan →
<b>\$1.00 at Bracco</b> Rejected · BeWell · 11/11/2021	See comments from support team →
<b>\$56.80 at Lillies</b> Completed · BeConnected · 11/4/2021	 \$56.80 completed Reimbursement Plan →
<b>\$14.79 at Panera</b> Approved · BeConnected · 10/21/2021	\$14.79 approved →
<b>\$30.00 at Jersey Fine Wines</b> Approved · BeConnected · 9/30/2021	\$30.00 approved →
<b>\$67.16 at Amazon</b> Completed · BeWell · 6/30/2021	 \$67.16 completed Reimbursement Plan →
<b>\$63.71 at Merchants Riverhouse</b> Completed · BeConnected · 6/22/2021	 \$63.71 completed Reimbursement Plan →
<b>\$83.88 at Duolingo</b> Approved · BeGrowing · 6/3/2021	\$83.88 approved →