

## Gym Reimbursement Information Sheet

In order to request a gym reimbursement with the Payroll team, 3 pieces of information/documentation are needed;

1. Completed Gym Reimbursement Request for Disbursement Form (can reimburse up to \$360.00 per calendar year).
2. Copy of signed contract and/or a receipt of proof of payment in full (cannot reimburse for future, expected charges).
3. Copy of the medical form from your PCP (Cleveland Fitness Program Release) **OR** the onsite medical clinic (Cliffs Medical Visit Report for Bio Screen) verifying that you are physically fit to participate in the program.

Please return all 3 documents at your earliest convenience. You can either email (preferred) to [clevelandhumanresources@clevelandcliffs.com](mailto:clevelandhumanresources@clevelandcliffs.com) or drop off at the Eggers Main Office Security Desk.

**Please note, per the program: Reimbursement is paid the month following the close of the quarter submitted.** Also, if any of the documentation is missing, reimbursement will not be requested.