

ExtraHEALTHY Wellness Program

FIT Expense Matching Reimbursement

Extra Space Storage is promoting the health and well-being of our employees through a program to aid employees in their own personal wellness plans. In doing so, we also hope to increase employee productivity, improve morale, create a positive and healthy work environment, and reduce healthcare costs.

As an incentive to help our full-time corporate employees get active, we grant an expense matching benefit of up to \$250.00 each calendar year.

How can you get reimbursed for getting active?

If a Corporate employee incurs a FIT friendly activity, sport, or equipment expense the Company will match that expense \$.50 for every \$1.00 the employee spends up to \$250.00. For example, the employee spends \$500.00 to purchase FIT friendly equipment and the Company will reimburse the employee \$250.00.

Examples of FIT Friendly approved reimbursements

Gym membership fees	Personal Trainer fees
Fitness classes (Zumba, yoga, kick boxing)	Weight-loss program
Workout Videos (i.e. P90X, etc.)	Fitbit or other type of dedicated activity tracker
Exercise equipment to help you get moving (i.e. bicycle, bike helmet, cycling shoes, running shoes, kayaks, skiing equipment, canoes, anowboarding equipment, cross country skis, snow shoes, treadmill, elliptical machine, weights, etc.)	

Examples of Not So FIT Friendly reimbursements

Xbox or Wii FIT equipment	Ski passes
Sports team membership fees	Private country club fees
Race entry fees	Workout apparel
Green fees	Family activity equipment, such as Trampoline
Any approved items for someone other than the employee	

Employees will be reimbursed by completing the following process listed below.

1. Review the list of approved FIT friendly reimbursements.
2. You can choose multiple items within the calendar year as long as you do not exceed the \$250.00 maximum. All receipts must be dated between Jan 1st and Dec 31st of the current calendar year.
3. For programs and gym memberships, it is understood that there could be some continuing expense reporting until the \$250.00 maximum matching reimbursement is completed.
4. For all matching funds, the ESS portion must be reported as income for tax purposes.
5. To receive reimbursement, you will submit an expense reimbursement through Concur. Your immediate supervisor must approve the expense report prior to the reimbursement being routed to Total Rewards for a final approval.
 - a. All FIT requests must be submitted by themselves and not included with your other expenses in your expense report.
 - b. Under New Expense tab find the FIT Reimbursement button and click on it. Same location as the mileage button and the meals/entertainment.
 - c. Please put in the amount you should be reimbursed for and not the full amount you spent. Remember it is \$.50 on the dollar – not to exceed \$250. Don't forget to submit your receipts along with it.
6. Employee receives reimbursement check via Direct Deposit through payroll expense reimbursement within 30 days.
7. Employees must submit all receipts by January 31st of the following year (e.g. One could submit a receipt from November 14 2017 no later than January 31, 2018)

Please direct any questions you may have to either your supervisor, HRM or Brooke Maddy.

Click here for instructions on [how to create an account in Concur](#).

Click here for instructions on [how to submit your FIT reimbursement in Concur](#).