



US & Canada Wellness Reimbursement Policy

GumGum offers a \$55/month USD (or \$55/month CAN for Canada employees) wellness reimbursement to help cover wellness related expenses to help team members achieve and maintain a healthier lifestyle, both physically and mentally. This reimbursement is non-taxable and paid on a quarterly basis (for a total of \$165/quarter).

Eligibility

Wellness reimbursements are available to regular, full-time US and Canada employees. Employees are eligible first of the month following date of hire. You must be an active employee during the last month of the quarter to receive the quarterly reimbursement.

Policy

Employees will be reimbursed up to \$55 (USD or CAN based on location) per month via TripActions. Please note, receipts are **not required**. Examples of eligible usage include:

- Gym memberships
- Fitness/studio classes
- Personal training
- Therapy/counseling
- Massage
- Acupuncture
- Chiropractic care
- Weight loss programs
- Smoking cessation programs
- Home fitness equipment (reimbursed at \$50 max per purchase)

Examples

Example 1: For Current Employees:

In order to receive your quarterly Wellness reimbursement for Q1 (January - March), please file your expense report in TripActions during the last month of the quarter, no later than March 15th.

Example 2: For New Hires:

You are a new hire who started with GumGum on January 15th. You are eligible for your Wellness reimbursement on February 1st (first of the month following your start date).

- You will submit an expense report with a total of \$110.00 (USD or CAN based on location) for February (\$55/month) and March (\$55/month) no later than March 15th.

Example 3: For Terminating Employees:

- You are an employee who is leaving GumGum on March 15th. You may submit for your reimbursement prior to your last day of GumGum to receive your quarterly reimbursement.
- You are an employee who is leaving GumGum on January 15th. You will not be eligible for your quarterly reimbursement as you are not an active employee during the last month of the quarter.

How to Submit via TripActions

1. Download the TripActions Liquid App on your smartphone device or login to [TripActions](#) on your computer.
2. Select "Add Transaction"
 - a. Select one of the following:
 - i. Scan/Upload a receipt
 - ii. Import from personal card (*available on mobile app only*)
 - iii. Type in details
 - b. Enter the required details:
 - i. **Merchant:** Vendor Name. For example: Spectrum, Verizon, AT&T, etc.
 - ii. **Choose Vendor Type:** Wellness (GL Code will auto populate)
 - iii. **Location:** Vendor Location
 - iv. **Date of transaction**



- v. **Division**
- vi. **Department**
- vii. **Total**
- viii. **Description:** *Please be as descriptive as possible. For example; Q1, 2023
Wellness Benefit*

3. Select 'Submit'

Please note: These benefits do not rollover and cannot be claimed after the submission deadline. Even though we don't anticipate this, reimbursements may be suspended or canceled at any time.