

Southwest Key Wellness Warriors Program  
**At-Home Fitness Workout  
 Submission Form 2018-2019**



This activity falls under the **Healthy Choices** (*Weapon of Choice*) banner in the Wellness Warriors Program

**EMPLOYEE INFORMATION**

Program Location/Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**QUARTERLY SUBMISSION**

Please *circle* the quarter months you are requesting:

**Quarter 1**

August, September, October

**DUE: November 1, 2018**

**Quarter 2**

November, December, January

**DUE: February 1, 2019**

**Quarter 3**

February, March, April

**DUE: May 1, 2019**

**Quarter 4**

May, June, July

**DUE: July 31, 2019**

**NOTICE:** At-Home Fitness Workouts cannot be submitted or combined with the Fitness Membership Reimbursement to earn monetary funds from the Wellness Program. However, Wellness Swag incentives can be earned.

**Activity requires a minimum of 8 calendar days of attendance per month**

When claiming your incentive, please submit **BOTH (2)** requested items below.

- At-Home Fitness Workout Submission Form
- Verified Workout Log, reflecting a minimum of 8 calendar days of workouts per month. Log must include employee name and workouts per month (ex. activity device monthly report screenshot).

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wellness Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Wellness Reimbursement Schedule**

Eligible Months	Deadline
Aug, Sept, Oct	Nov. 1st
Nov, Dec, Jan	Feb. 1st
Feb, Mar, Apr	May 1st
May, June, July	July 31st

**Submit form to:** SWK Wellness Program  
**Email:** wellness@swkey.org • **Fax:** 512.582.9532  
**Address:** 6002 Jain Lane, Austin, TX 78721

Only ONE (1) At-Home Fitness Workout Reimbursement may be claimed per medical plan year. This form for the Wellness Program plan year of 2018-2019 must be received by:

**July 31, 2019**

NOTE: Please note that any incentive requirements not completed during the time of your employment are not eligible for reimbursement, and any completed incentives that are not properly and timely submitted for reimbursement will be forfeited. REV.12/18