FAQs Wellness Reimbursement Program - APAC, Japan and India

Contact the Employee Resource Center (ERC) if you have questions about this program by phone at x6HELP, option 2, or by e-mail at erc@adobe.com. Contact expense@adobe.com if you have questions about your reimbursement claim or the Concur tool.

1. **What is the Wellness Reimbursement program?**
   It is a program that supports a healthy lifestyle for Adobe employees and their immediate family by reimbursing your expenses for a variety of eligible wellness activities for gym memberships, fitness classes, massages, nutritional counseling and much more. Refer to the [Global Wellness Reimbursement Program policy](#) for more details.

2. **Who is eligible for Wellness Reimbursement?**
   All regular Adobe employees are eligible to participate in the program. You must be employed by Adobe when eligible expenses are incurred (paid for) and submitted for reimbursement.

3. **Who is considered immediate family member?**
   Your immediate family consists of your spouse/domestic partner and child(ren).

4. **How much is the benefit?**
   Adobe will reimburse you up the equivalent of USD $550 (for Korea there is no change and the current limit stands) per year converted to your local currency. The annual benefit amount is established by Concur in local currency based on the currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2018 annual benefit amounts were established from currency exchanges rates as of December 2, 2017. Local benefit amount may increase or decrease annually based on applicable currency exchange rates. Please refer to the [Refer to the Global Wellness Reimbursement Program policy](#) for 2018 rates.

5. **The amounts above are they per family member per year?**
   No, the amount is per employee per year.

6. **Why are the benefit amounts for the Wellness Reimbursement Program different in some countries?**
   Existing market practices in certain regions and countries necessitate differentiation of benefit values.

7. **How do I submit expenses for reimbursement?**
   Complete an expense reimbursement claim through [Concur](#) and scan and attach your receipt, payments and membership proof. Your receipts and/or payments proof must show the date you PAID and the eligible wellness activity or product. You will also need to enter the appropriate cost center and expense type as outlined in the policy.

8. **How and when do I receive my reimbursement?**
   Reimbursements will be issued through [Payroll](#) after you submit all receipts and your claim is fully approved. You will receive your reimbursement depending on your submission and approval dates in accordance with normal pay periods and timelines for your respective country.

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Updated: 12/14/2017
Program Owner: Global Benefits
9. **When can I submit for reimbursement?**
   For one off expenses, file claims as you incur them. For recurring fees (e.g. gym membership) you do not need to submit each month, and can submit for the entire year at one time. Be sure to submit all claims prior to the claims deadline.

10. **What is my deadline to submit for reimbursement?**
    The deadline to submit claims is **December 30** to count towards your current year limit. You may submit 2017 claims in 2018, however, if you submit after **Dec. 30, 2017** you will be using up your 2018 benefit limit.

    Your Wellness Reimbursement Program benefit does not carry forward from one calendar year to the next. If you do not use up your Wellness Reimbursement Program benefit by the end of the year, you will forfeit any unused amount. For example, if you incurred expenses in 2017 but waited until 2018 to submit them, you will be reimbursed from your 2018 benefit.

11. **Are retroactive claims allowed?**
    Yes, as long as you submit the expense before the deadlines mentioned above.

12. **What can I claim under this program?**
    Please refer to the [Global Wellness Reimbursement Program policy](#) for more details.

13. **I paid a one-time fee for a multi-year gym membership that exceeds my annual benefit value. Can I submit this cost for reimbursement over multiple years?**
    Yes, you can submit one-time fees for multiple-year gym memberships over multiple years if they exceed your annual benefit value.

14. **Can I be reimbursed if I incur expenses outside of my home country?**
    Yes. Items purchased outside of home country are eligible for reimbursement as long a receipt is provided.

15. **I'm a new hire, will my benefit be prorated?**
    No, benefits are not prorated.

16. **Where can I see more details about submitting a reimbursement claim in Concur?**
    Refer to the [Expense Reporting page on Inside Adobe](Inside Adobe > Search: Expense Reporting).

17. **Where can I see more details about Wellness Reimbursement Program?**
    Refer to the [Global Wellness Reimbursement Program policy](#).