



**Adobe**

## Wellness Reimbursement Program - Global

### [2018 Wellness Reimbursement Amounts](#)

### [Examples of eligible expenses](#)

Adobe provides the Wellness Reimbursement Program designed to encourage and support a well-rounded healthy lifestyle for Adobe employees and their immediate family. The program covers expenses for a variety of eligible wellness activities for gym memberships, fitness classes, massages, nutritional counseling and much more.

### [Who is Eligible?](#)

All regular Adobe employees (including interns and Adobe paid temporary employees where legally required<sup>1</sup>) and their immediate family<sup>2</sup> are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits.

You must be employed by Adobe when eligible expenses are incurred (paid for) and submitted for reimbursement.

### [Benefit Amounts](#)

The below amounts represent the maximum reimbursement amount per calendar year. These amounts are considered a benefit-in-kind and will be a taxable income for employees unless not required by local tax rules.

Region	Annual Benefit Amount (USD)*
North America (US & Canada)	\$360.00
LATAM (Brazil, Mexico, Chile, Columbia, Bermuda)	\$360.00
India, Japan & APAC (excluding below)	\$550.00
Korea	\$1500.00
*Local currency conversion where applicable. The annual benefit amount is established by Concur in local currency based on the applicable 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 as of December 2, 2017. Local benefit amount may increase or decrease annually based on applicable currency exchange rates.	

Region	Annual Benefit Amount (EUR)*
EMEA (excluding below)	€360.00
United Kingdom	€477.00
Sweden	€650.00
Switzerland	€500.00
*Local currency conversion where applicable. The annual benefit amount is established by Concur in local currency based on the applicable 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 as of December 2, 2017. Local benefit amount may increase or decrease annually based on applicable currency exchange rates.	

<sup>1</sup> Interns are eligible in the U.S, Canada, EMEA & LATAM. Adobe paid temporary employees are eligible only in EMEA.

<sup>2</sup> Immediate family consists of spouse/domestic partner and child(ren). In India, dependent parents are also included.

## How the Program Works?

Adobe will reimburse per the annual benefit amounts appropriate for your location for eligible wellness related activities and products, including but not limited to those outlined in the below chart.

For additional information related to the administration of this program, including annual benefit value in local currency, see the following Application and Reimbursement Processes for your region:

[United States & Canada](#)

[India, Japan & APAC, EMEA and LATAM](#)

[2018 Wellness Reimbursement Amounts](#)

## Eligible Wellness Related Activities & Products:

We ask that you use your best judgment in determining what you submit through the wellness reimbursement program. Below are some examples of what's covered and what's not. Please note, this is not an exhaustive list. If you have an item that doesn't fall into one of these categories, here are some questions to think through:

- Is this item or service directly benefiting me or my family's physical or emotional wellbeing?
- Does this item assist me in relaxing, getting my heart moving or learning a new activity directly related to me or my family's wellbeing?

Examples of Eligible Expenses	
Item	Examples
Memberships	Gym membership, initiation fees, registration fees, health center fees, bike share, tennis or swim clubs, rock climbing, ski lift tickets, skate park
Fitness trackers	Apple iWatch, Fitbit, Jawbone, Vivofit Garmin or similar wearable
Equipment	Shoes (for any sport), treadmill, snowboard, skis, bicycles, tennis racket, golf clubs, yoga mats, helmets, skates
Lessons or Personal Training	Golf, swim, tennis, dance, personal training fees, music
Classes	Yoga, Pilates, spin, martial arts, meditation, kick boxing, dance, nutritional classes, weight management, JumpstartMD, sky diving, karate, kick boxing, Tae Kwan Do, music
Exercise DVDs/Videos and Games	WiiFit, Health Apps or similar
Personal Services	Massage, personal training
Water purifiers, Air purifiers & masks	
Items purchased outside of home country are eligible for reimbursement as long a receipt is provided.	

The following are items that are NOT eligible for reimbursement under the program:

Examples of Ineligible Expenses
Health Spa treatments and products other than massage
Camping equipment
Cell phones and tablets
Hydrostatic testing

Vitamins & supplements
Medical supplies or equipment
Exercise or sports attire (except fitness shoes)
Tournament fees
Video games not related to exercise or health (Play Station, PS3, Xbox, Kinect, or other. video game console systems)

We assume that you are using your best judgement for you and your family. Items will be reviewed and updated twice a year in July and January. The Company reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements.

Timeline for Eligible Expense Submission and Reimbursement

- The Wellness Reimbursement Program follows the calendar year (January 1<sup>st</sup> - December 30<sup>th</sup>). Eligible expenses must be submitted as outlined in the below table.
- For additional information related to the administration of eligible expense see the following Application and Reimbursement Processes for your region:

- [United States & Canada](#)
- [India, Japan & APAC, EMEA and LATAM](#)
- [2018 Wellness Reimbursement Amounts](#)

Expense Submission For 2018 calendar year		
Annual Claim Filing Deadline:	U.S. & Canada	No later than <b>May 31</b> of the following year. You may file for reimbursement of paid expenses from the prior calendar year up until May 31, and these expenses will be subject to the prior year cap. 2017 expenses filed after May 31. will be ineligible for reimbursement.
	Rest of world	You must file all claims by <b>December 30</b> of the current year. You may file for reimbursement of paid expenses from the prior calendar year, but these expenses will be reimbursed against the current calendar year benefit.

Disclaimer: The Company reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements.

# United States and Canada

## How the Program Works?

### Benefit Amount

- United States: annual benefit amount is \$360.00.
- Canada: annual benefit amount is CAD 461.00.

### Eligibility

All regular Adobe employees and their immediate family<sup>3</sup> are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. The minimum weekly hours for the US and Canada are outlined below.

Country:	Hours/week to be eligible:
United States	24 or more hours per week
Canada	20 or more hours per week

### Program Administration

TRI-AD is the administrator for the Wellness Reimbursement Program for the U.S. and Canada. You can reach TRI-AD by phone Monday through Friday 5 am to 6 pm PT toll free at 855-482-3623, or via e-mail to [flexmail@tri-ad.com](mailto:flexmail@tri-ad.com). If you would like to file a claim for the Wellness Program, please review the important information outlined below. Claims may be submitted online through your log in on the [TRI-AD website](#) or iPhone/iPad or Android users may submit via the "Benefits by TRI-AD" Mobile App. Reimbursements will be issued through payroll within two pay dates of submitting all needed documentation to TRI-AD and claim approval.

### How and When to Submit Expenses for Reimbursement:

#### Claim Form:

- Log on to TRI-AD's website and click on "Enter a New Claim" to enter it online or via the "Benefits by TRI-AD" mobile app for iPhone/iPad or Android.

#### Submit Claim:

- Mobile App users may take a picture of receipts and upload through your device. For website users, if you are able to scan and upload your receipts you may complete your claim in the TRI-AD Claim Center online, or you may print the claim form and submit via toll free fax to 1-866-233-4741. Your receipt must show the date you PAID for the eligible wellness activity/products.

#### Reimbursements:

- Reimbursements will be issued through payroll within two pay dates of submitting your claim and receipt to TRI-AD and your claim being approved. Refer to the Reimbursement Submission Deadline schedule on the Resources page.
- Reimbursement submissions will be audited for the date you paid to establish eligibility for your expense. Provide proof of the date paid with your claim.
- Submissions are subject to an annual filing deadline, which is **May 31** of the following calendar year. For example, for the 2017 Wellness Reimbursement Program, you must file by **May 31, 2018**. Any expenses you submit are subject to your yearly benefit amount.

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<sup>3</sup> Immediate family consists of spouse/domestic partner and child(ren).

- 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, you will forfeit any unused amount.

Taxes:

- United States: Approved reimbursements are treated as regular taxable income per IRS regulations and will be issued through payroll.
- Canada: Approved reimbursements are treated as regular taxable income per the CRA regulation and will be issued through payroll.

When to File:

- File claims as you incur them but submit them prior to the claims deadline.

Questions about the program

- You can reach TRI-AD by phone Monday through Friday 5 am to 6 pm PT toll free at 855-482-3623, or via e-mail to [flexmail@tri-ad.com](mailto:flexmail@tri-ad.com).

# India, Japan & APAC, EMEA and LATAM

## How the Program Works?

### Eligibility

All regular Adobe employees (including interns and Adobe paid temporary employees where legally required<sup>4</sup>) and their immediate family<sup>5</sup> are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. The minimum weekly hours for each region is outlined below.

Region:	Hours/week to be eligible:
India, Japan & APAC	n/a
EMEA	n/a
LATAM	Regular, full-time employees and Interns only.

### How and When to Submit Expenses for Reimbursement:

#### Submit Claim:

**Attention U.K, Romania, Denmark, Ireland, Sweden, Mexico, Chile, Colombia, Brazil, Bermuda. Employees** – Please submit wellness reimbursement claims by going to My Adobe Benefits,

For all other employees, please submit through the Concur process below

#### Concur Process

1. To complete an expense reimbursement, claim through Concur you will need to scan and attach your receipt and payments proofs. Your receipts and/or payments proof must show the date you PAID and the eligible wellness activity or product.
2. Log in to [Concur](#) > click "Start a Report"
3. Add the Report Name, Business Purpose and your Country Cost Center (outlined in below tables)> click "Next"
4. Complete the required fields:
  - Expense Type: Global Wellness Reimbursement
  - Transaction Date: The date of your claim submission
5. Attach your receipts (s) > click "Save" > click the "Submit Report" button in the upper right for reimbursement.

Please note: you can submit 2017 claims in 2018. Keep in mind that 2017 claims submitted after the Dec. 30 deadline will be applied to your 2018 allotment. For Policy Justification: Add the exact text: "2017 expense applied against 2018 annual benefit"

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<sup>4</sup> Interns are eligible in the U.S, Canada, EMEA & LATAM. Adobe paid temporary employees are eligible only in EMEA.

<sup>5</sup> Immediate family consists of spouse/domestic partner and child(ren). In India, dependent parents are also included.

2018 Wellness Reimbursement Amounts

India, Japan & APAC

Country	In Concur Select Cost Center	Expense Type	2018 Benefit Amount (Local Currency) *
Australia	7193113	Global Wellness Reimbursement (621760)	AUD 725.00
China	7791107		CNY 3,635.00
Hong Kong	5488808		HKD 4,294.00
India	7890411		INR 35,438.00
Japan	7294509		JPY 61,520.00
Korea	7497514		KRW 1,800,000.00
New Zealand	7210005		NZD 799.00
Singapore	7398118		SGD 741.00
Taiwan	7792006		TWD 16,498.00

EMEA

Country	In Concur Select Cost Center	Expense Type	2018 Benefit Amount (Local Currency) *
Austria	5296212	Global Wellness Reimbursement (621760)	EUR 360.00
Belgium	5498134		EUR 360.00
Czech Republic	6095503		CZK 9,181.00
Denmark	Submit claims through My Adobe Benefits		DKK 2,679.00
Finland	4795555		EUR 360.00
France	5394509 (Adobe)		EUR 360.00
Germany	5920250 (ASEG) 5294509 (NLGM)		EUR 360.00
Ireland	Submit claims through My Adobe Benefits		EUR 360.00
Israel	1990581		ILS 1,496.00
Italy	2595553		EUR 360.00
Netherlands	5494509		EUR 360.00
Norway	4694509		NOK 3,527.00
Poland	6100027		PLN 1,514.00
Romania	Submit claims through My Adobe Benefits		RON 1,670.00
South Africa	5696006		ZAR 5,858.00

Spain	5595507 Magento 5596048	Global Wellness Reimbursement (621760)	EUR 360.00
Sweden	Submit claims through My Adobe Benefits		SEK 6,445.00
Switzerland	5795507 (ALST) 1990580 (DMCH)		CHF 583.00
United Arab	5488588		AED 1,570.00
United Kingdom	Submit claims through My Adobe Benefits		GBP 422.00

## LATAM

Country	Submit Claims through My Adobe Benefits	2018 Benefit Amount (Local Currency) *
Brazil		BRL 1,167.00
Mexico		MXN 6,693.00
Chile		CLP 231,793.00
Colombia		COP 1,077,120.00
Bermuda		BMD 360.00

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### Reimbursements:

- Reimbursements will be issued through Payroll per the normal pay periods and timelines for your respective country after submitting all needed receipts and/or payment proofs and your claim being approved.
- Reimbursement submissions will be audited for the date you paid and the activity or product to establish eligibility for your expense.

### Taxes:

- Approved reimbursements may be treated as benefit in kind for taxation purposes per country regulations.

### When to File:

- 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.
- We also wanted to remind you that you can submit 2017 claims in 2018. Keep in mind that 2017 claims submitted after the **December 30** deadline will be applied to your 2018 allotment. Be sure to submit all claims prior to the December 30 claims deadline.

### Questions about the program

Contact the Employee Resource Center (ERC) if you have questions about this program by phone at 6HELP, option 2, or by e-mail at [erc@adobe.com](mailto:erc@adobe.com). Contact [expense@adobe.com](mailto:expense@adobe.com) if you have questions about your reimbursement or the Concur tool.

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