



# Physical Wellness Program

**CAE**

# Physical Wellness Program

## What is the program about?

- CAE subsidizes 50% of the cost of the employee's membership fees for physical wellness activities, **up to a maximum of 240\$ per calendar year.**
- Only physical wellness activities offered by a **recognized fitness centre or organization** such as city, a school or a certified individual are accepted.
- Sport equipment is not admissible for reimbursement under this policy except **bicycle** if the employee signs the form in Appendix 2 of the Policy in which they pledge to go to work by bicycle at least **once a week** between the months of May and September.
- The following physical wellness activities are **admissible** :
  - Aerobics, athletics, ball games, climbing, cycle sports, dance, ice sports, martial arts and combat sports, personal trainer, racquet sports, skiing and snow sports, water sports, yoga, pilates, spinning and other physical conditioning activities.

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## Am I eligible for this program?

All permanent salaried and unionized employees, full-time or part-time, who are working for CAE Canada Inc., or its Canadian subsidiaries are eligible.

### Important:

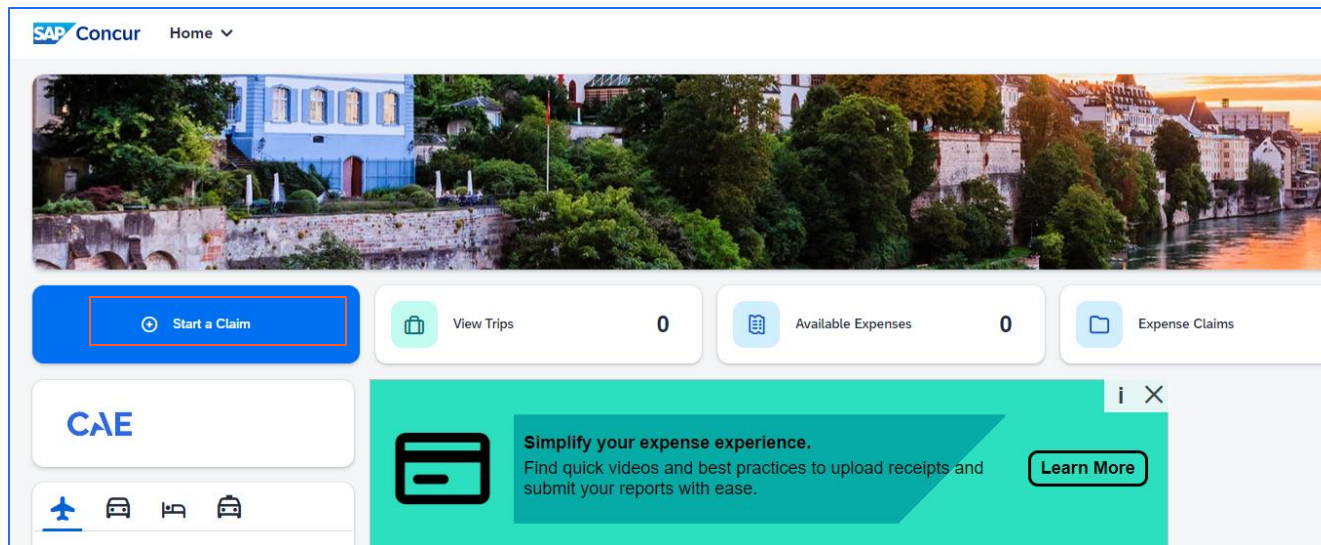
- Claim **must be over** the total amount of \$25 before taxes.
- Amounts can be claimed **maximum** 4 times a year.
- Amount from the **previous calendar year** must be claimed **before the end of the fiscal year**.
- **In the event of resignation**, a percentage of the reimbursed amount must be paid back.

Consult the [Policy](#) for additional information.

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## How can I get a reimbursement?

1. Sign a contract, pay the membership fee for an admissible physical activity and get a receipt.
2. Access **SAP Concur** in MyApps.
3. Once on SAP Concur, click on **Start a Claim**.



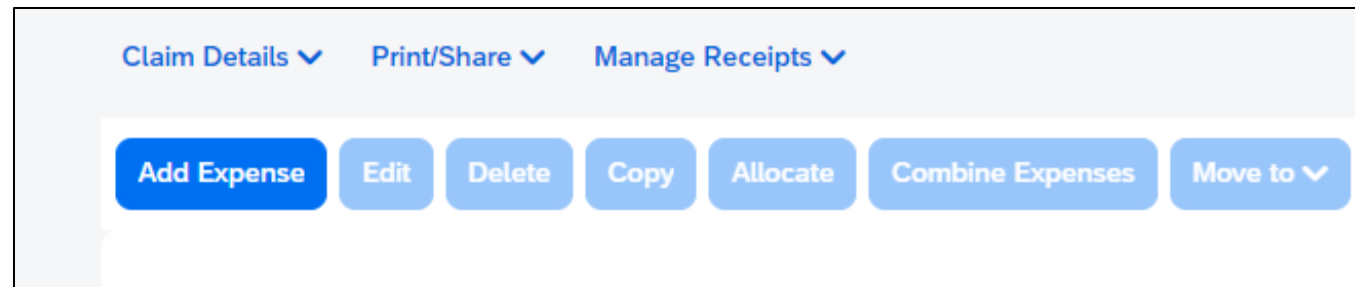
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4. You will need to fill the following information:

- **Report Name:** Fitness Program
- **Business Purpose:** Non-Travel Related
- **Organization Number:** Auto-Filled
- **Project Number – Project Name:** (\*OVHPRJ) \*Overhead
- **Task Number – Task Name:** (OVERHEAD) \*Overhead

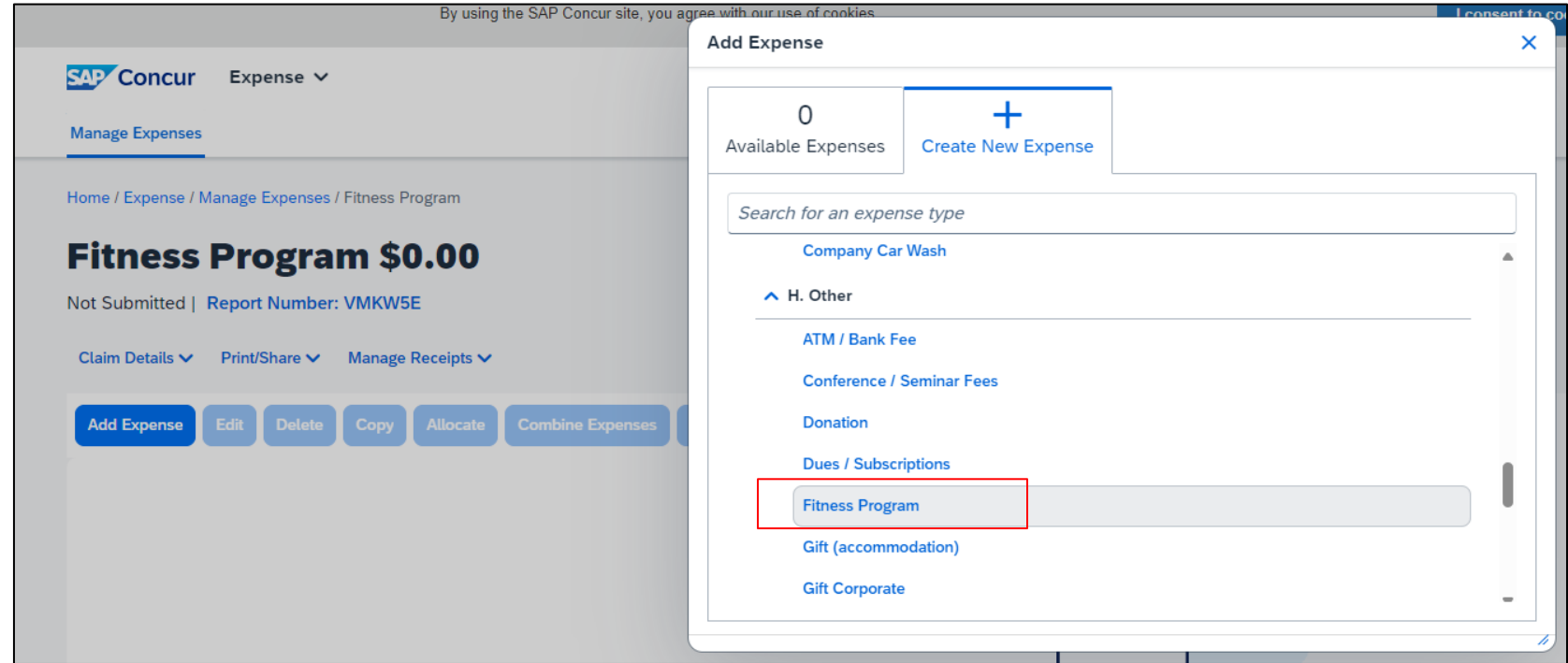
5. Click on **Create a Claim**.

6. Click on **Add Expense**.



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## 7. Select Fitness Program



## 8- Complete the information related to your claim and add your receipts.

Note: The employee must input the exact amount they are requesting as a reimbursement (in accordance with the policy).

- Example 1: If the receipt is for an annual membership of \$600, the employee must input \$240.
- Example 2: If the receipt is for an annual membership of \$200, the employee must input \$100.

## 9- Save Expense and Submit Claim.

For any questions with Concur platform, contact [travelservices@cae.com](mailto:travelservices@cae.com).

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