



## INSTITUTE OF AMERICAN INDIAN ARTS

### Fitness Activities Form Policy 2.45.3

**Instructions:** All regular full-time faculty and staff are eligible for a membership benefit to gyms, fitness centers or a series of classes in exercise (e.g. yoga). Employees must be full-time faculty or staff during the time of enrollment and at the time the paperwork is submitted.

- Current Policy has no waiting requirement for NEW employees, who meet the eligibility requirements.
- A REQUISITION FOR THE BENEFIT MUST ALSO BE COMPLETED AND ATTACHED WITH THIS FORM. PLEASE FILL IN ACCOUNT NUMBER AND DEPARTMENT TO BE CHARGED. (IAIA Fitness Center use PO request; non-IAIA program use Check Request).
- A RECEIPT (From fitness center, class, etc.) MUST ALSO BE ATTACHED (If you are being reimbursed for a non-IAIA program).
- Reimbursement is for a maximum of \$150.00 each fiscal year (Oct 1 - Sept 30).
- Once your supervisor's signature is obtained on this form and the requisition is approved, bring completed paperwork to the HR department.
- HR will record it and turn it in to the Finance Department.

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#### Faculty/Staff Information

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

Hire Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Supervisor

Dept Code to be charged: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Signature Date

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#### Human Resources Department

HR Manager: \_\_\_\_\_  
Signature Date

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Upon completion of this form, please return it to the HR Department along with:

- A REQUISITION form must also be completed for reimbursement to be processed.
- A RECEIPT (From fitness center, class, etc.) MUST BE ATTACHED (if for a non-IAIA program)
- FITNESS CENTER