

FAQs Wellness Reimbursement Program - LATAM

Contact the Employee Resource Center (ERC) if you have questions about this program by phone at 6HELP, option 3, or by e-mail at erc@adobe.com. Contact expense@adobe.com if you have questions about your reimbursement 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 (spouse/domestic partner and children) 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 full-time employees and Interns 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 \$360 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 2016 annual benefit amounts were established from currency exchanges rates as of December 5, 2015. **Local benefit amount may increase or decrease annually based on applicable currency exchange rates.**

Country	2016 Benefit Amount (Set in local currency on Dec 5, 2015)
Brazil	BRL 1,373.00
Mexico	MXN 5,978.00
Chile	CLP 253,561.00
Colombia	COL 1,149,120.00
Bermuda	BMD 360.00

5. How do I submit expenses for reimbursement?

Complete an expense reimbursement claim through **Concur** and scan and attach your receipt and payments 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 (outlined in below table and in the policy).

Country	In Concur Select Cost Center	Expense Type
Brazil	7697518 (ADBZ Fringe)	Global Wellness Reimbursement (621760)
Mexico	194509 (ADUS Fringe)	
Chile	7698009 (ADCL Fringe)	
Colombia	8100012 (ADCO Fringe)	
Bermuda	5696759 (AILP Fringe)	

6. How and when do I receive my reimbursement?

Reimbursements will be issued through **Payroll** after you submit all receipts and your claim is approved. You will receive your reimbursement depending on your submission date in accordance with normal pay periods and timelines for your respective country.

7. 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.

8. What is my deadline to submit for reimbursement?

Claim eligible expenses in the year in which you incurred the expense so that your reimbursement counts towards your current year benefit limit -i.e. **file 2016 expenses by Dec. 31, 2016 so that you use up your 2016 benefit.**

You may submit claims for eligible 2016 expenses from January 1, 2017 until May 31, 2017, however, **any claims you submit after Dec. 31, 2016 will be using up your 2017 benefit limit.** Expenditure paid for prior to your eligibility date or expenses for a prior year submitted after May 31 are not eligible for reimbursement.

9. Why is the Eligible Expense Submission and Reimbursement Timeline different for the U.S. and Canada versus India, Japan & APAC, EMEA and LATAM ("rest of the world")?

Unique timelines were required due to differences in reimbursement administration (Tri-Ad for U.S. & Canada and Concur for rest of world) and Global payroll processing timelines.

10. 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.

11. Can I be reimbursed if I incur expenses outside of my home country?

Generally, no you cannot. Exceptions may be made if your home country location is different than your work country location.

12. Where can I see more details about submitting a reimbursement claim in Concur?

Refer to the [Concur FAQ](#) on Inside Adobe.

13. Where can I see more details about Wellness Reimbursement Program?

Refer to the Global Wellness Reimbursement Program policy (find on Inside Adobe).