

Fitness Reimbursement Voucher Submittal Process Changes

Changes have been made to the ORO fitness program voucher submittal process. In the past, paper vouchers and supporting documentation were submitted within one week of the voucher period end date. This process has been changed to increase the efficiency and accuracy of the voucher submittal process.

Vouchers will need to be submitted electronically in VIPERS. The revised ORO Order 340, chapter V, is available through the Directives Management Group, and the Wellness webpage can be accessed via the sharepoint website at: <http://sharepoint.oro.doe.gov>. For the current period (Period 16: May 1, 2007 – October 31, 2007) we will accept paper and electronic vouchers. All paper vouchers must be submitted by November 7, 2007. Electronic vouchers for Period 16 may be submitted at any time before the end of Period 17.

Starting with Period 17, November 1, 2007 – April 30, 2008, only electronic vouchers will be accepted. Vouchers will be completed by period rather than by date. The period must be entered on the electronic form.

Employees must qualify for a full period reimbursement before submitting any vouchers in VIPERS. When submitting your voucher, you will have to enter proof of attendance and payment into VIPERS. If this information is not in an electronic format, it must be scanned in an electronic format and attached to the voucher. Only two documents can be attached to the electronic voucher, so documents will have to be combined if you are submitting more than two. Go to <https://finweb.oro.doe.gov/vipers.htm>, and select "Fitness Reimbursement Instruction" under the Document Links section to get detailed instructions for using VIPERS for voucher submittal.

All employees are responsible for submitting their information on attendance and payment into VIPERS. ORO has no agreements with any facilities to provide information.

If you have any questions, please contact Richard Martin, Wellness Chairman, at 865-576-9428.