

Wellness Program Reimbursement
Period 21 (November 1, 2009 – April 30, 2010)

The current reimbursement period, Period 21, for the Federal Employee Fitness Program ends April 30. We are now prepared to accept vouchers electronically using the Vendor Inquiry Payment Electronic Reporting System (VIPERS). Employees submitting vouchers via VIPERS typically receive their payment in 3-4 business days, rather than up to 6 weeks with the paper system. Employees may still submit paper vouchers, but they must be submitted to a Wellness Committee member by close of business May 14, 2010.

To use VIPERS, you must first register. Go to <https://finweb.oro.doe.gov/vipers.htm> and click on the fitness reimbursement instructions under Document Links. Print these out, then click Request VIPERS Access and follow those instructions.

After you have registered, log in and follow the instructions for requesting a reimbursement. ***In addition to the attendance information, you will need to attach payment information.*** These documents can be combined into a single attachment or attached separately. Note that the voucher can only accept two attachments. If you have any questions about registration or voucher submittal using VIPERS, please contact Lynda Vinyard at 576-1697.

If you are a new participant, and you have submitted an Application for Participation to any Wellness Committee member and have met the criteria for reimbursement, you may submit a voucher at this time.

Questions about the Employee Fitness Program should be directed to Donell Dube at 576-2803. Employees can access the Wellness Program website at <https://sharepoint.oro.doe.gov/topics/Employee%20Center/Wellness%20Program/Pages/default.aspx>