

**Wellness Program Reimbursement
Period 24 (May 1, 2011 – October 31, 2011)**

The current reimbursement period (period 24) for the Federal Employee Wellness Program ends October 31, 2011. 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 continue to submit paper vouchers, but they must be submitted to a Wellness Committee member by close of business November 15, 2011.

You must register in order to use VIPERS. Employees may complete online registration at <https://vipers.oro.doe.gov/Register.aspx>. After you have completed the registration process, log in and follow the instructions provided 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 will 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 have met the criteria for reimbursement, you may submit a voucher at this time.

Questions about the Employee Wellness Program should be directed to Donell Dube at (865) 576-2803. The Wellness Program website is available at <https://sharepoint.oro.doe.gov/Orgs/Administration/HumanResources/Wellness%20Program/Pages/default.aspx>.