

Wellness Program Reimbursement
Period 27 (November 1, 2012 – April 30, 2013)

The current reimbursement period (period 27) for the Federal Employee Wellness Program ends April 30, 2013. 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 May 17, 2013.

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 attached 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 you are allowed to attach up to five documents to your voucher. 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. However, before using VIPERS, a miscellaneous purchase order will have to be set up. If you do not have a fitness PO, please contact Bill McSpadden at 576-3775.

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>