

Request One-Time Payment for Myself / Gym Reimbursement

This Job Aid is for Employees who need to request a gym membership reimbursement.

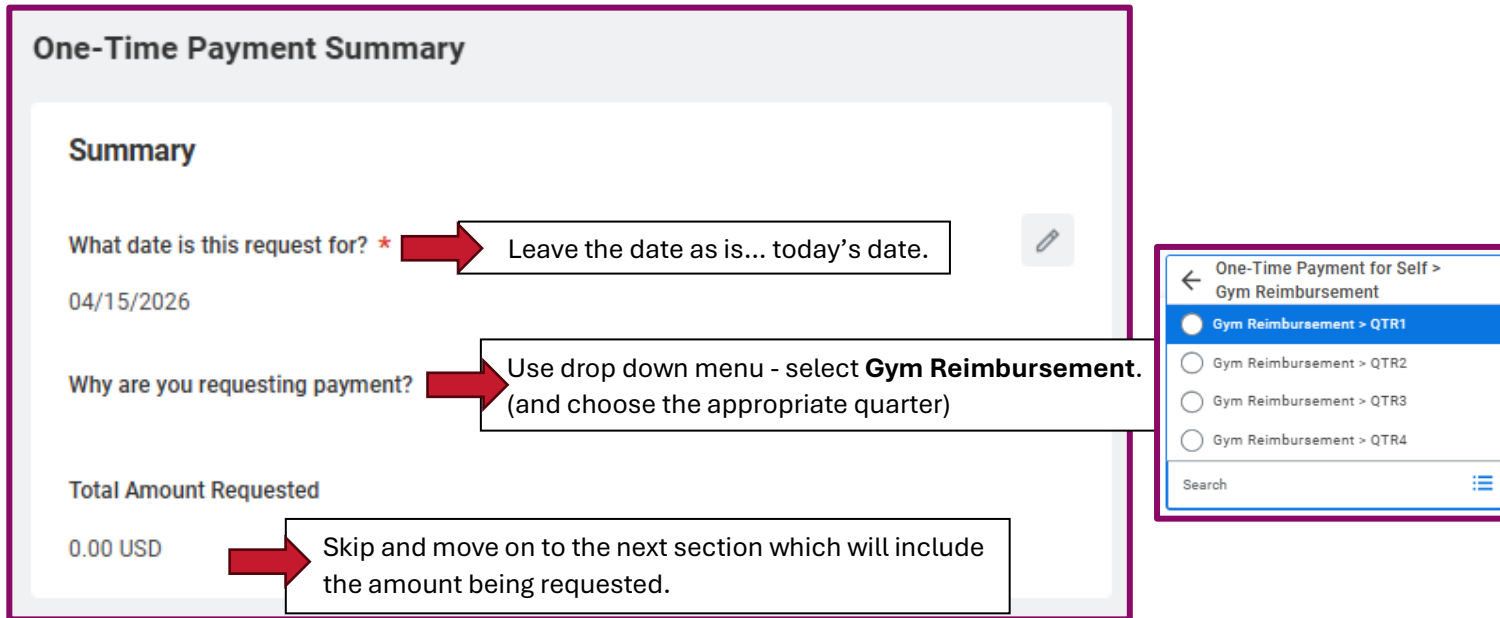
The Gym Reimbursement process was updated in PRISM in June 2026. This document describes the new process for employees.

Please review the link for program requirements and reimbursement eligibility guidelines before initiating a request for reimbursement: [Gym Reimbursement Program](#).

Request One-Time Payment for Myself

Once in PRISM, select the button beneath the search bar on the left “**Request One-Time Payment for Myself**”

You will see help text with instructions on completing the request form. **Review the instructions**, then **complete the required fields**:



One-Time Payment Summary

Summary

What date is this request for? *  Leave the date as is... today's date.

04/15/2026

Why are you requesting payment?  Use drop down menu - select **Gym Reimbursement**.
(and choose the appropriate quarter)

Total Amount Requested

0.00 USD  Skip and move on to the next section which will include the amount being requested.

One-Time Payment for Self >
Gym Reimbursement

- ☒ Gym Reimbursement > QTR1
- ☐ Gym Reimbursement > QTR2
- ☐ Gym Reimbursement > QTR3
- ☐ Gym Reimbursement > QTR4

Search

What type of payment are you requesting? *

× Gym Membership

Scheduled Payment Date *

04/15/2026

Amount *

120.00

Use drop down menu to select **Gym Membership**.

Leave the date as is and use today's date.

Enter the amount you are owed for the 3-month quarter, **not to exceed \$120.**

enter your comment

Process History

Your name will appear here
Request One-Time Payment for Self - Saved for Later

Attachments

Request_One-Time_Payment_v46.0_Production EIB.xlsx
✓ Successfully Uploaded!

Description

Category * × Gym Reimbursement

Gym Membership.docx
✓ Successfully Uploaded!

Description

Category * × Gym Reimbursement

Upload

Submit Save for Later Cancel

Add any details that help support approval.

Attach your documents:
The gym reimbursement program requires that you provide three documents:

- Proof of gym membership and payment
- [Gym Attendance Verification Sheet](#)
- [Gym Membership Reimbursement Request Form](#)

Choose the category **Gym Reimbursement** for all attachments.

Submit your request.

Note: If you submit a dollar amount greater than the \$120 maximum, you will receive an error. Once you correct the amount, you will be able to submit.

Approval: Your gym reimbursement request will be sent to your **HR Partner** for approval and scheduling of the payment.

Additional Information
 Related Links
[One Time Payment Job Aid](#)

If HR requires more information or documentation for your request, they may **send back** the request with a comment. This will appear in your **“My Tasks”** as **“Revise One-Time Payment for Self.”**

You will need to scroll down to **View Comments** to find the reason.

View Comments (1)


Send Back Reason: Missing gym attendance verification sheet. Please attach and resubmit.

1 minute ago

Resubmit: Please provide the missing documentation or information and resubmit your request.

Pro Tip for Employees

If you would like to check the status of your gym reimbursement request, you can find the request in your **My Tasks Archive**.

- Click on the inbox icon to view **My Tasks**
- Select **Archive**
- Locate the **One-Time Payment for Self** task (you can use the search at the top)
- From within the task, click on the **Process** tab. You will see the status of the request.

Details

Process

Related Links

Process History

5 items

Process	Step	Status	Completed On	Due Date
Request One-Time Payment for Self	Request One-Time Payment for Self	Submitted	04/15/2026 02:02:45 PM	
Request One-Time Payment for Self	Review One-Time Payment for Self	Awaiting Action		04/17/2026