



Wellness Council Budget Request Guidelines

- Before submitting the *Wellness Council Budget Request Form*, make sure you have all approvals for the event, such as your internal legal counsel, etc.
- **PLEASE NOTE:**
 - Funds cannot be used for race registration or fitness center memberships.
 - Catering orders need to stay within the State Travel Regulations including delivery and set up, charges, tips, etc. There are six different rates depending on the city where the catering event is to take place. Your assigned Wellness Coordinator can help you with the per diem rates. In addition, please include an RSVP process to determine how many people will be attending rather than estimating the cost.
 - <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
 - Meals and Incidentals webpage: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>
 - It is the agency’s responsibility to track who is receiving the gifts or prizes to ensure that applicable IRS regulations are complied with regarding gifts received by the agency’s employees and that the agency ensure compliance with applicable IRS regulations. Requests for prizes should take into consideration the outlined risk and consider the dollar value of the prize. [We recommend not giving gifts or prizes with a fair market value over \\$75 to any person in one year.](#)
- To submit your *Wellness Council Budget Request*, please email your Wellness Coordinator with the following information:

Name of Event/Activity	
Date of Event/Activity	
Date of Request	
Estimated Cost	
Estimated Number of Participants	
Focus Area	
Overview of Event/Activity	
Link to Requested Item(s)	
Quantity	
Department	
Wellness Council Representative	
Email	
Phone Number	
Recipient(s)	
Address(es) for Deliveries	

- After you submit your completed *Wellness Council Budget Request Form*, your Wellness Coordinator will work with you to approve the request and make the purchase.
- Please notify your Wellness Coordinator once the requested item(s) have been physically received.
- After your event/activity, provide a summary, including participation totals and any available results (e.g., total steps walked if doing a walking challenge, total attendance if hosting a lunch 'n learn, etc.).

To allow adequate time for budget approval, please submit the form at least one month in advance of your event/activity to your assigned Wellness Coordinator.

The final date to send budget requests for each fiscal period is May 31.