

Amarillo Town Club Employee Membership Reimbursement Form

Get your monthly membership fee to Amarillo Town Club reimbursed by working out at least 8 times per month.

How to qualify for reimbursement:

1. Be an ATC member at any level as a BCS employee.
2. Complete the reimbursement form.
3. Attach your visit list from ATC that shows you worked out at least 8 days* in the month. (*Based only on employee visits, not other members)
4. Return this form along with visit list to the Human Resources department no later than the end of the following month. (Example: for March, you must return this form and visit list by **no later** than April 30.)
5. If your dues are not payroll deducted, provide proof of payment of membership dues.
6. Reimbursements will be processed in the pay period following receipt of required documentation.

Employee Name (print): _____ Badge #: _____

Month requesting reimbursement for: _____ Membership Level: _____
(Single, Couple, Family)

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____