

The Springs Experiential Reimbursement for Associates



Rewards that wow,
Recognition that ignite,
Benefits that matter!

What is an experiential benefit?

Experiential benefits, incentives, and gifts are proven to drive long term engagement and experiences are personal, memorable, and shareable. As an employer that cares we want to give the gift of experience that Spring associates would value personally and will remember forever as well as encourage a work life balance.

What does a travel stipend mean?

A travel stipend is a sum of money paid at a rate of \$300 per year for full time associates that have served a minimum of 6 months at The Springs to support employees with personal travel expenses. This type of stipend is not meant to cover all expenses of an employee's trip, it's meant to ease the burden and contribute toward it in some way.

Are travel stipends taxable?

Travel stipends are not considered regular income and are therefore tax-free by the IRS' (Internal Revenue Service) standards

How do travel stipends work?

Employees submit receipts for reimbursement by completing reimbursement forms to department managers for approval.

Permissible travel expenses

- Transportation- Car, gas, plane, train bus
- Overnight Accommodations-Hotel, other rental options
- Wellness Experiences-Other Hot Springs, water based adventures, outdoor wellness experiences, massages etc
- Culture Experiences-Museums, exhibits, national parks, symphony, opera
- Other pre-approved activities as determined by GM

Authorization and responsibility

Employee travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

Travelers are to submit photos, tag on social media #[Caption], share stories of travels to team members and other content about their experience for use by The Springs Resorts, Employees to provide suggestions to the management team at The Springs to elevate the experience at the Springs.

Please reach out to the Talent & Culture team should you require further information on this amazing benefit.

<https://tinyurl.com/SpringsVacay>