

Fusion Self Service

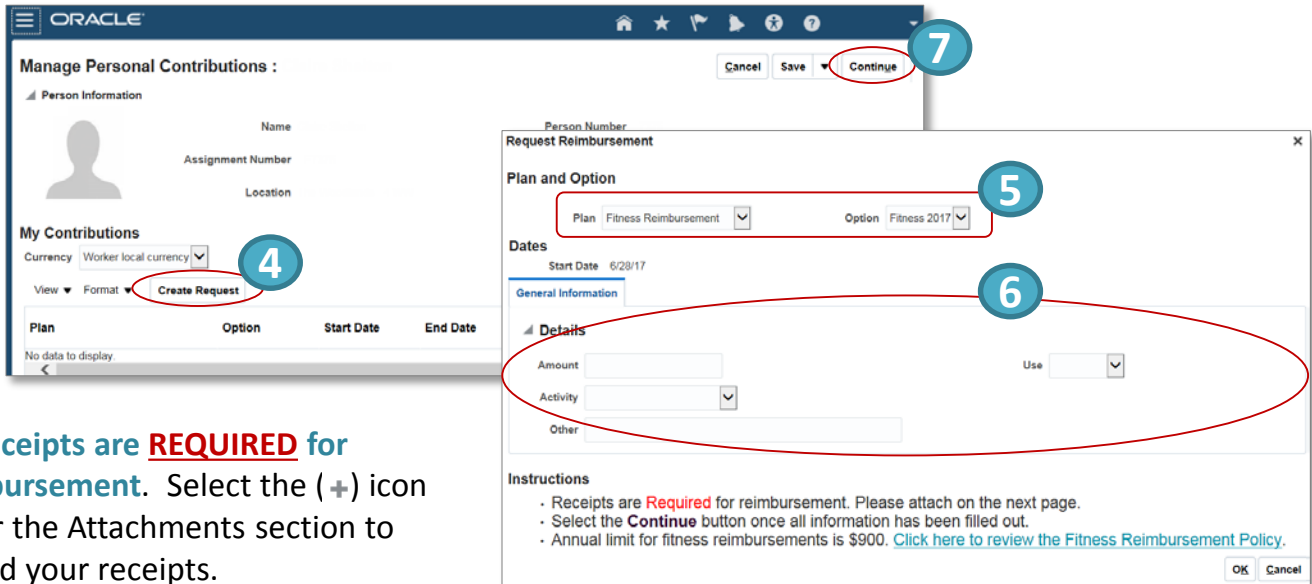
Fitness Reimbursement

Request reimbursement for applicable fitness expenses

- 1). Go to [Fusion.Newfield.com](https://fusion.newfield.com) & select the **Personal Information** button
- 2). Select the **My Details** icon
- 3). Select **Reimbursements** on the left and **Manage Reimbursement Requests** on the right

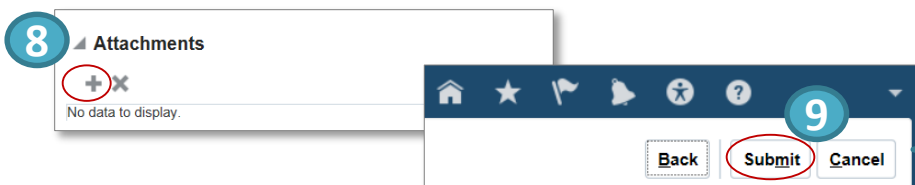


- 4). Select **Create Request**
- 5). Select **Fitness Reimbursement** in the Plan dropdown & the **current year** in the Option dropdown
- 6). Populate all applicable fields provided and select **OK**
- 7). Select **Continue** in the upper right corner to navigate to the Attachments screen



- 8). **Receipts are REQUIRED for reimbursement.** Select the (+) icon under the Attachments section to upload your receipts.

- 9). Verify all information is correct and receipts are attached. Once verified, select **Submit**



You will receive email confirmation of your submission, as well as the approval for payment

Questions?

- For system-related questions, email newfieldHRIS@newfield.com
- For general questions, contact your HRBP