

To: USU Employees - RCDE and Extension  
(and those unable to attend the Sept 14 Immunization Clinic)  
From: Employee Wellness  
RE: **Seasonal Flu Shots**

It is recommended that all of us get our SEASONAL flu shot BEFORE the flu season starts.

Utah State University wants to include all USU employees in our efforts to provide quality healthcare benefits, and expand our employee wellness outreach. We encourage you to go to your local Health Department to obtain your Seasonal Flu Shot. Most health departments in the state are charging around \$25.00. If it is more convenient for you to obtain your shot somewhere else, that is also fine although it may be more expensive to you.

Human Resources will reimburse our employees (plus 1 dependent) \$15.00 each for obtaining a Seasonal Flu Shot this year during the months of September and October. Please fill out this reimbursement form, and attach your SEASONAL flu shot receipt. Thanks for helping USU "Be Well!"

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## **Seasonal Flu Shot(s) REIMBURSEMENT FORM**

***USU will reimburse \$15 for the cost of a seasonal flu shot for a benefit-eligible employee and \$15 for one eligible dependent (spouse or child).***

***Vaccination(s) must be received in the month of September, October, or November, 2009.***

Employee Name: \_\_\_\_\_ A# \_\_\_\_\_

Dependent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach a copy of the receipt from the health care provider that administered the vaccination to this reimbursement form and send both documents to: Sharon Hislop, Office of Human Resources, UMC 8800 (or fax to (435) 797-1816).

Questions: contact Sharon Hislop, [sharon.hislop@usu.edu](mailto:sharon.hislop@usu.edu), (435) 797-0122 or  
Caroline Shugart, Wellness Coordinator, [caroline.shugart@usu.edu](mailto:caroline.shugart@usu.edu), (435) 797-0735 or  
Mardyne Matthews, [mardyne.matthews@usu.edu](mailto:mardyne.matthews@usu.edu), (435) 797-1813