

# GYM FEES PROCEDURE

References: A. [CBI Chapter 10, Military Service Instruction \(MFSI\) Section 19 - Gymnasium or Health Club Fees](#)

B. Approved BN for the DVCDS – OUTCAN Gym Fees

1. Please read references A and B before moving on to point 2.
2. Request a HOM or DHOM letter stating that there are no facilities in the embassy and due to security reasons, running among the populace is not a feasible option. For members not at an embassy other proof may be required from local authorities. MFSS can provide more details as required.
3. Provide three quotes screenshots and facility information (website) from gyms located reasonable distances from home or work and they must be for similar types of membership. If the price is not available on the website, an email from the gym will suffice. It must include the cost of a one year subscription.
4. Complete and sign the Application form for Reimbursement for Gym Fees.
5. Send the letter, the three quotes and the Application form for Reimbursement for Gym Fees to MFSS positional mailbox [MFSS\\_Claims-DRMIS@forces.gc.ca](mailto:MFSS_Claims-DRMIS@forces.gc.ca).
6. MFSS Claims section will send the approved or denied Application form for Reimbursement for Gym Fees to the member when the approving authority has rendered a decision. If reimbursement is approved, the member needs to provide the invoice along with a proof of payment to [MFSS\\_Claims-DRMIS@forces.gc.ca](mailto:MFSS_Claims-DRMIS@forces.gc.ca).
7. If a member chooses to pay for a gym membership/registration prior to the completion of this process, they do so at their own risk of personal costs. Approvals are not guaranteed.