Reimbursement submission process – Dental, Vision and other reimbursements:

To receive reimbursement for other eligible health care expenses (copays, coinsurance, etc.), you can submit the request in two ways:

Option 1: Online Form
Log into your account at www.retiree.aon.com/usg, choose the ‘HRA’ tab which will display the Manage My Account button. The Manage My Account button will direct the retiree to their account information with Aon’s Your Spending Account; from the Account Summary page, choose ‘Get Reimbursed’; complete the information online and submit documentation to be reimbursed.

Option 2: Paper Form
The paper form must be requested from the Benefits Advisor; this was not included in the HRA Welcome Packet; complete the form and fax or mail to Aon along with supporting documentation.

Providing Supporting Documentation
Information may be obtained from the following documentation types. However, in order to be acceptable, the documents, or combination of documents, must provide all the standard required information (Amount, Date, Description, Provider, Who for):

- Cancelled or un-cancelled check
- Statement from insurance provider
- Bank statement showing premium payment

Bank Statement Definition:
A summary report released by a bank to the bank’s customer on a fixed date every month. It lists all transactions (deposits, withdrawals, checks paid, interest earned, service charges, penalties, etc.) incurred on the customer’s account during the specified time period.

The intent behind YSA’s (Your Spending Account) requirement of a receipt, such as a bank statement, is to prove, by a third party, that services were rendered. Therefore the bank statement must include sufficient information to clearly indicate that it was issued by a third party - in this case issued by a Bank.

A bank statement must include:

1) Bank Name,
2) Bank’s Information: may be letterhead, address, phone number, website, logo, etc.
   a) Information that clearly indicates that the statement was issued by a separate, third party, entity- in this case, by a Bank..
3) Transaction date and description
   a) The date must include the year, such as the month and year or, the month, day and year.
   b) The transaction description must include sufficient information to clearly identify it as an eligible insurance premium expense.