

## Application for Loan and Discount for Purchase of Public Transport Season Ticket for Travel to Work

**Surname:**  **Forenames:**  **Extn. No:**

**Home Address:**   
  
 **Job title:**   
**Department:**   
**Location:**

**Employee No:**

**Ticket start date**  **Cost of Ticket** £

**Ticket duration** (tick as applicable)  Quarterly/ 90 day  Repay over 12 weeks or 3 months  
 or: Six monthly  Repay over 24 weeks or 6 months  
 or: Annual  Repay over 52 weeks or 12 months

**Travel company\***  \*cheque will be made payable to this company

I apply for a loan for the purchase of a season ticket as indicated above and in accordance with the conditions described overleaf, which I have read. I also agree that the loan (if authorised) will be recovered from my salary/wage by monthly/weekly deductions over the durations indicated.

I confirm that the cost of the season ticket above is that of my home to workplace public transport journey for the period stated. If authorised, I undertake to use the loan for the purchase of a season ticket for that period. I understand that failure to do so or any false statement made on this form could lead to disciplinary action.

**Signature of Applicant**

**Signed** ..... **Date:** \_\_\_ / \_\_\_ / \_\_\_

*Please pass to your Head of Department.*

**Signature of Applicant's Head of Department**

I have reviewed and support this application (conditional on 'Travel to Work' funds being available).

**Signed** ..... **Date:** \_\_\_ / \_\_\_ / \_\_\_

**Print name:** ..... **Job Title:** .....

*Please pass on to Income Services, Finance Department, Princes House, RBH*

**Financial Services' Use Only**

Loan agreed?  Yes / No **Initials:**   
**Cheque Number:**  **Amount:** £   
**Date:** \_\_\_ / \_\_\_ / \_\_\_ **Initials:**

## **STAFF LOANS AND DISCOUNT FOR PURCHASE OF PUBLIC TRANSPORT SEASON TICKETS**

### **What is Covered**

- Purpose of the loan is to fund the discounted purchase of a quarterly (or longer duration) season ticket that will be used for travel between home and the workplace. Further personal use of the season ticket by the ticket holder is accepted.

### **Conditions**

- All permanent Trust employees working at least fifteen hours per week are eligible to apply.
  - Loans will be financed from the Trust 'travel to work' account.
  - Successful applicants must provide Financial Services with evidence of purchase (eg photocopy of ticket) immediately following purchase. The loan will be immediately 100% repayable if this is not done.
  - The loan will be recovered, interest-free, by equal weekly/monthly deductions from wage/salary. Recovery periods will be as stated overleaf.
  - If during the period of the loan the employee ceases to be employed by the Trust, or if the season ticket is surrendered for any reason, full payment of any outstanding balance will immediately be due. Repayments will be offset against any salary/allowances or other benefits or payments due. Where an employee's final pay does not cover the advance outstanding, then they must remit the balance before leaving.
- Financial Services must be informed if a season ticket has been surrendered before its end date. The employee should submit the surrender value received from the Travel Company in the form of a cheque made payable to Royal Berkshire NHS Foundation Trust. The actual deductions will then be compared with the net advance (ie original loan less surrender value). If deductions are greater, a refund will be made. If deductions are less, then the employee will need to remit the balance to the Trust.
  - Successful applicants will not be eligible for an on-site parking permit for the duration of the loan repayment period.
- Further advances will only be made if the previous loan has been fully recovered.

### **Process**

- Employee completes application form (which includes authority for Trust to reclaim loan from pay) and forwards to their Head of Department for verification.
- Head of Department verifies circumstances and submits application to Financial Services.
- Financial Services review application and confirms approval to employee (copied to Head of Department), confirms details of recovery of loan from pay (copied to payroll) and encloses cheque payable to travel company.
- Employee purchases ticket and sends photocopies to Financial Services.