

**APPLICATION FOR THE PURCHASE OF AN INTEREST FREE ANNUAL SEASON TICKET LOAN  
FOR TRAVEL**

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<b>Consultation Groups</b>	Policy Sub Group
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<b>Services</b>	<b>Applicable To</b>
Trustwide	
Mental Health and LD	
Community Health Services	

## Version Control Summary

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**Appendix 1 – Application for the purchase of an interest free annual season ticket loan for travel**

## SEASON TICKET LOAN APPLICATION FORM AND GUIDANCE NOTES FOR EMPLOYEES

1. Agreement to a season ticket loan for travel will be subject to the employee's ability to meet the required payments. The advance will be granted for the fare of the annual season ticket.
2. To be eligible to apply for an annual season ticket loan for travel, employees must either be employed on a permanent basis, or have a fixed term contract with at least 12 months remaining.
3. Loans of less than £100 will not be made.
4. An employee who has an outstanding amount of loan against his/her wage or salary will not be eligible to participate in this scheme.
5. **Season Tickets Other Than TfL**  
Cheques will continue to be made payable only to the appropriate Transport Organisation and NOT TO THE EMPLOYEE.
6. **TfL Season Tickets**  
If purchasing a season ticket from TfL employees have two options;
  - 6.1 **TfL Option 1** - Employee purchases the yearly ticket themselves. After the purchase has been made, the employee completes this application form for a season ticket loan to request a cheque in the employee's name. When the cheque is collected from the Finance Department either at Trust HQ or at Charter House for staff in Luton and Bedfordshire, the employee MUST provide the following items (all four must be provided);
    - If the employee emailed the application to Finance, then they need to provide the original application form signed and dated by the Employee and Line Manager
    - Proof of payment/receipt for the season ticket (for tickets purchased on an Oyster card, the receipt which states the Oyster card number. For other tickets the receipt must state the type of ticket purchased).
    - Season ticket card, and
    - Staff ID

Cheques take up to 10 days to process.

- 6.1 **TfL Option 2** – The employee completes this application form for a season ticket loan to request a cheque in the employee's name in advance of purchasing the ticket. The Trust will process the application and inform the employee of the outcome within 10 working days. When the cheque is collected from the Finance Department either at Trust HQ or Charter House for staff in Luton and Bedfordshire, they MUST present their;
  - Staff ID
  - If the employee emailed the application to Finance, then they need to provide the original Application form signed and dated by the Employee and Line Manager

The Employee cashes the cheque and purchases the season ticket. Within 7 days of collecting the cheque from Finance, the employee must provide the Finance Department with the original receipt for the season ticket, which must state the Oyster card number if the ticket has been purchased on an Oyster card or for other tickets the receipt must state the type of ticket purchased).

Employees are responsible for ensuring the Finance Department receives the original receipt within the 7 days. Employees should therefore hand deliver it or send it recorded post. Employees should also retain a copy of the receipt.

The original receipt should be provided to Finance within 7 days, of purchasing the ticket. In the event that this is not possible, then the employee should notify the Finance Department.

Please be advised that failure to provide the receipt may result in the full loan amount being recovered from the employee's salary.

7. On receipt of the loan, payroll will commence the regular deductions from the employee's pay. In no circumstances will the repayment period be allowed to extend beyond the period of the season ticket purchased.
8. The repayment of the loan will be by 10 equal monthly installments for monthly paid staff.
9. In the event of loss of ticket it is the employee's responsibility to arrange for a replacement from the Transport Organisation. In the event the Transport Organisation does not replace the ticket, deductions from salary payments will continue unabated until the whole loan has been cleared.
10. In the event of an employee leaving the Trust before the loan has been repaid, the balance outstanding will be deducted from his/her final wages/salary.
11. All tickets purchased under the scheme must be produced for examination on demand by the Director of Finance, or an Officer authorised by him/her.
12. Season ticket loans cannot be guaranteed. The scheme is not an integral part of your conditions of employment and the funds available to finance the scheme are limited.

**Appendix 1**

**APPLICATION FOR THE PURCHASE OF AN INTEREST FREE ANNUAL SEASON TICKET LOAN FOR TRAVEL**

**Note:** For Option 2, this application form must be received in the Payments Section of the Finance Department at least TWO WEEKS before the date it is proposed to purchase the ticket.

**A. To be completed by the Employee (also see guidance notes above)**

Full name and title: .....

Home Address: .....

Department: ..... Phone No: .....

Position Held: ..... Payroll & Personal No: .....

Date Commenced: ..... Monthly paid:.....

Details of season ticket proposed to be purchased/already purchased (delete as appropriate):

- a) Cost £.....
- b) Destination: (from)..... (to).....
- c) Period: (from)..... (to).....
- d) Name of Transport Organisation: .....

I HEREBY APPLY for an advance of £..... in accordance with the foregoing details.

- Transport for London cheque options (see guidance note 6):  
 TfL Option 1: I have already purchased my season ticket from TfL and request for the cheque to be issued in my name to cover the cost of the ticket that I have purchased.
- TfL Option 2: I need to purchase my season ticket from TfL and request for the cheque to be issued in my name to cover the cost of the ticket that I purchase.

I agree that the deductions from my salary will commence once I have received the cheque. The deduction period will be **10 months** for monthly paid staff. I also give my written permission for the Trust to deduct the complete outstanding balance of the season ticket loan from my final net pay if I leave the Trust before the loan is fully repaid.

Should I surrender the season ticket, secure a refund and fail to remit the refund (in full) to the organisation via the Trust within 21 days of receipt of the refund or use the loan for any other purpose other than to purchase a season ticket, I understand this act shall be defined as a Gross Misconduct Offence under the Trust's Disciplinary Procedures. Such an offence may result in Summary Dismissal.

**SIGNED (Employee):**..... **Date:**.....

**Please indicate where the cheque will be collected from;**

- Finance Department at Trust HQ (Alie Street)
- Finance Department at Charter House

**B. To be completed by Employee's Line Manager who has an Approval Limit to Cover Cheque Amount:**

I HEREBY agree to support this application and certify that the above details are to the best of my knowledge and belief correct.

**SIGNED (Manager):**..... **Print Name:**.....

**Date:**..... **Job Title:**.....

**Please return the authorised form and signed supplementary conditions to:  
Finance Department, Trust Headquarters, 9 Alie Street, London E1 8DE, 020 7655 4230.**