

Form PD35: Travel to Work Loan Scheme Application

Please complete and send to the Payroll Section, Finance Division, Greenwich House.

Personal Details

For Office Use

Full Name: _____
 Department: _____
 Departmental Administrator's Name: _____
 Home Address: _____

 Email Address: _____
 Payroll Number: _____
 End of Contract Date : _____

Staff Type:
Grade:
FT / PT
Salary:
Pers No:

Details of Loan

I wish to apply for a Travel to Work loan of £ _____
 (total cost, including VAT)

This loan will be used for (tick as appropriate)

Rail season ticket	<input type="checkbox"/>	Bus season ticket	<input type="checkbox"/>
Bicycle purchase	<input type="checkbox"/>	Bicycle safety equipment	<input type="checkbox"/>

Previous Application Details

Have you applied for a travel to work loan previously? Yes No

Loan repaid: Y / N

If yes, please detail type of loan and amount received and date loan granted

Current/Future Travel Arrangements

For evaluation purposes only, how do you currently travel to work?
 (Please tick main mode of travel)

Car / Bus / Train / Bicycle / Scooter / Motorcycle / Walk / Other _____

Will this loan enable you to travel by other means? Yes No

Season Ticket Loan Details

For Office Use

Valid between (stations/stops) _____ and _____
 Period of season ticket From _____ To _____

Loan agreed: Y / N
Approved by:

Or

Bicycle Purchase Details

List bicycle and any associated safety equipment costs

	Price

Total Cost (inc. VAT)	

Loan Period:
Repayment Amount:
Account Code:

Loan Agreement

The loan is given on the agreement that:

- It is for your own travel to work use.
- It is not used for any other purpose than that stated in the application form.
- You agree the repayment is done by deduction from your salary.
- The loan is repaid within 10 months or less.
- The University will make no refunds or replacements for lost or stolen season tickets or lost or stolen bicycles. You will be responsible for insurance of the season ticket.
- If you leave employment before completion of the repayment of the loan, the balance will be deducted from your final salary payment.
- You will obtain appropriate insurance against loss, theft and personal insurance of bicycle.
- If the bicycle is sold before the end of the repayment period, you will notify the Payroll Section and the full balance outstanding will be repayable immediately.
- If you embark on extended unpaid leave you will notify the Payroll Section to discuss any revision to the repayment period
- If you do not comply with the conditions of the loan, the agreement may be terminated and immediate repayment of the loan may be requested.

I have read, understood and accepted the conditions of the Loan Agreement

Signed: _____

Date: _____