



Travel to Work Loan Scheme Application Form

Personal Details							
Full Name							
Payroll Number							
Department							
Departmental Administrator's name							
Home Address							
Email address							
End of contract date							
Loan Details							
I wish to apply for a Travel to Work loan of	£	<i>(total cost, including VAT)</i>					
This loan will be used for (tick as appropriate):							
Rail season ticket		Bus season ticket					
Bicycle purchase		Bicycle safety equipment					
Previous Application Details							
Have you applied for a travel to work loan previously?	Yes		No				
If yes, please provide details:	Type of loan	Amount received	Date loan granted				
Current/Future Travel Arrangements							
For evaluation purposes only, how do you currently travel to work? (please circle)							
Car	Bus	Train	Bicycle	Scooter	Motorcycle	Walk	Other: _____
Will this loan enable you to travel by other means?		Yes			No		

Season Ticket Loan Details	
Valid between (stations/stops)	_____ and _____
Period of season ticket	From: _____ To: _____
OR	
Bicycle Purchase Details	
List bicycle and any associated safety equipment costs	
	£
	£
	£
Total	£

Loan Agreement				
<p>The loan is given on the agreement that:</p> <ul style="list-style-type: none"> • 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				
<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Signature</td> <td style="width: 50%;"></td> <td style="width: 10%;">Date</td> <td style="width: 15%;"></td> </tr> </table>	Signature		Date	
Signature		Date		

PLEASE SEND COMPLETED FORM TO
PAYROLL.ENQUIRIES@ADMIN.CAM.AC.UK AND CAMBENS@ADMIN.CAM.AC.UK