

APPLICATION FOR AN ANNUAL TRAVEL TICKET LOAN

1. YOUR PERSONAL DETAILS										
Assignment Number										
Surname							Initials			
Job Title						Fixed Term Contract End Date				
Directorate							Ext			
Home Address										
2. YOUR ANNUAL TRAVEL TICKET DETAILS										
Loan Amount (maximum £10k)	£		Start Date of Travel Ticket							
Departure Station / Zone				Arrival Station / Zone						
3. TERMS AND CONDITIONS OF THIS LOAN APPLICATION										
The annual travel ticket loan is provided in accordance with the following terms and conditions:										
<ol style="list-style-type: none"> The maximum loan amount is £10,000 and all applications must be approved by a Trust approved signatory, who is not related to the applicant. Loans of £6,000 and over must also be approved by the Clinical/Corporate Director and the Senior HR Lead. All loans will be made through the payroll. Loans are only available to staff with a permanent or fixed term contract of employment and who have a Trust payroll (assignment) number. This loan can only be used for the purchase of an annual travel ticket and annual car parking ticket (where this is required as part of the journey to work). Failure to use the loan to buy an annual travel ticket (and annual parking ticket where appropriate) is a breach of the terms of this agreement and constitutes fraud, and will be viewed as gross misconduct leading to disciplinary action taken against the employee by the Trust, the result of which could include dismissal. The matter will also be referred to the Trust's Counter Fraud Team for investigation under the Fraud Act 2006 and could lead to possible prosecution. The loan will be recovered via payroll in 10 monthly instalments for monthly paid staff or 50 weekly instalments for weekly paid staff. Repayments for staff on fixed term contracts will be taken over the number of months covered by the fixed term contract if this is less than 10 months. Repayments will commence in the month following the month the loan was advanced. The authorised form should be sent from a valid BARTS health email address to seasonticket.bartshealth@nhs.net. A scanned copy of the travel ticket with a photocard must be emailed to financial.accounting@nhs.net within 2 months of receiving the loan. Where a photocard is not required for the type of ticket purchased, a scanned copy of the receipt and a bank/credit card statement showing the purchase must be emailed to financial.accounting@nhs.net within 2 months of receiving the loan. Failure to provide a scanned copy to financial.accounting@nhs.net within 2 months will result in the Trust declining any future loan application. Where staff leave the employment of the Trust, the outstanding loan will be recovered in full from salary and any other monies due from the Trust. If there is insufficient funds to recover the outstanding loan in full, an invoice will be sent for the outstanding balance which is payable immediately upon receipt. The Trust does not accept any responsibility for lost or stolen tickets or disputes with the season ticket issuer. All correspondence with the applicant will be sent to the current address held by the Trust on the Electronic Staff Records (ESR) system. 										
4. EMPLOYEE'S ACCEPTANCE OF TERMS AND CONDITIONS AND SIGNATURE										
I confirm that I understand and will abide by the terms and conditions of the loan										
Employee Signature							Date			
5. AUTHORISATION DETAILS										
I hereby support this application and certify that the details stated are correct to the best of my knowledge										
	Authorising Signature(s)			Name(s) in Block Capitals			Date(s)			
Trust Authorised Signatory										
Clinic/Corp Director (Loan £6k and over)										
Senior HR Manager (Loan £6k and over)										
Once completed and authorised this form must be sent from a valid BARTS Health email account to seasonticket.bartshealth@nhs.net . The form must be received by no later than 5th of the month to guarantee payment via salary in the same month.										
FOR NELPC USE ONLY										
Payroll Input Date (1 st day of advance / recovery month)										
Total amount to be advanced (259 SEASON TICKET LOAN ADVANCE)						Minus £				
Loan Recovery Instalments (SEASON TICKET LOAN NHS)				10 months / 50 weeks		at £ per month/week				
Actioned By (EA initials)						Checked By (EA initials)				