

# Season ticket loan



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## Application for a season ticket loan

### Details of person requesting loan:

Full Name: \_\_\_\_\_

Department: \_\_\_\_\_

Payroll Number: \_\_\_\_\_

I wish to apply for a loan to cover the purchase of an annual/six monthly/quarterly\* bus/train/P&R car parking\* season ticket (\*delete where applicable) between Oxford and \_\_\_\_\_ (insert destination name e.g. Didcot rail station, Water Eaton P&R)

### The details are as follows:

I understand that this currently costs\* £\_\_\_\_\_ (insert cost of pass; \*please check the University [Bus Pass Scheme](#) and [Train Pass Scheme](#) for details on the availability and prices of discounted bus and train season tickets), is repayable in monthly instalments over the term of the pass and I authorise the University to deduct this from my salary.

I also understand that should I leave the University's employment before the loan is repaid in full, the full outstanding balance becomes repayable immediately, and that some or all of this balance will be deducted from my final salary.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Tel No and Email: \_\_\_\_\_

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## This section should be completed by the departmental administrator before submitting.

I authorise a loan of £

Payable to \_\_\_\_\_

**N.B.** Cheques will only be made payable to travel companies. Additionally, rail operators will only accept University cheques for the payment of an **annual** ticket. Staff applying for a loan for a rail ticket of less than a year must first purchase the ticket themselves and then apply for a reimbursement. Reimbursements to individuals for the purchase of a season ticket will be credited to their bank account held on the payroll system. The credit will be made in the next available payment run; the proof of purchase should be attached to this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### Please return to:

Payroll Department  
Oxford University  
23-38 Hythe Bridge Street  
Oxford OX1 2ET