# Season ticket loan

### 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 the pass; \*please check the University [bus travel discount](https://travel.admin.ox.ac.uk/bus) and [rail travel discount](https://travel.admin.ox.ac.uk/rail) 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 if I leave the University’s employment before the loan is repaid in full, the full outstanding balance becomes repayable immediately. Some or all the balance will be deducted from my final salary.

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

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

Contact number and email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I authorise a loan of £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the applicant named above.

**N.B.** Travel companies are no longer accepting University cheques for payment. If applicable, staff applying for a loan for a rail ticket will receive payment to their bank account in the next available payment run, an email from Payroll confirming eligibility for a University discount will be sent once payment has been processed. When purchased please send proof of purchase to payroll.

Reimbursements to individuals for purchasing 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Please return to:

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