

# **PROCESS SEASON TICKET LOANS**

## **(Information for staff)**

**This information is for the sole purpose of purchasing a Season ticket to travel to and from your place of work.**

Any member of staff can apply for a season ticket loan – with the exception of Essential Car Users.

A Special Assistance Claim form needs to be completed, signed and returned to HR.

You are not able to have a loan of more than 15% of your salary.

**Applications should be made in advance of buying the ticket.**

The money for the loan will be paid with your next possible salary payment.

You will need to provide evidence to HR that the season ticket has been purchased. HR will require a copy of the season ticket.

If you leave the authority any outstanding balance will be taken from your final pay or alternatively you will be invoiced for the outstanding amount.