



## 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				£ <span style="float: right;"><i>(total cost, including VAT)</i></span>			
This loan will be used for (tick as appropriate):							
Rail season ticket		<input type="checkbox"/>	Bus season ticket		<input type="checkbox"/>		
Bicycle purchase		<input type="checkbox"/>	Bicycle safety equipment		<input type="checkbox"/>		
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"> <li>• It is for your own travel to work use.</li> <li>• It is not used for any other purpose than that stated in the application form.</li> <li>• You agree the repayment is done by deduction from your salary.</li> <li>• The loan is repaid within 10 months or less.</li> <li>• 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.</li> <li>• If you leave employment before completion of the repayment of the loan, the balance will be deducted from your final salary payment.</li> <li>• You will obtain appropriate insurance against loss, theft and personal insurance of bicycle.</li> <li>• 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.</li> <li>• If you embark on extended unpaid leave you will notify the Payroll Section to discuss any revision to the repayment period</li> <li>• 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.</li> </ul>	
I have read, understood and accepted the conditions of the loan agreement	
Signature	Date

PLEASE SEND COMPLETED FORM TO  
[PAYROLL.ENQUIRIES@ADMIN.CAM.AC.UK](mailto:PAYROLL.ENQUIRIES@ADMIN.CAM.AC.UK) AND [HRREWARD@ADMIN.CAM.AC.UK](mailto:HRREWARD@ADMIN.CAM.AC.UK)