|  |  |
| --- | --- |
|  | **Travel to Work Loan(s) Application Form**  ***Please complete fully and return to:  Travel Plan Coordinator, Estates Department, Level 5 Administration Building*** |

**Introduction**

As part of the University’s commitment to sustainable travel, the University is offering employee’s the opportunity of an interest free loan scheme to purchase annual public transport travel cards.

This application form should be completed if you wish to apply for an annual travel card.

**How the Travel to Work Loan scheme operates**

Salaried employees can apply for the following:

**Travel to Work Annual Travel Card Loan -** an advanced payment (in the form of a BACS payment) made payable by the University to Translink for the cost of an annual public transport travel card.

Brief scheme details:

* A salaried employee obtains a quotation for an annual travel card from Translink. Staff can apply for a quotation online via <https://www.alinktranslink.co.uk/>
* Upon completing the online form, Translink will send the employee a quotation   
  for the aLink card within 4 working days. If wishing to progress the application, and the employee is applying for the first time, the employee should complete and sign the original quote from Translink and return the application form (with a signed passport-sized photo) to the Translink Ticketing Office by post (address is on the Translink quotation). For renewals, a passport photo is not required.
* **Translink specifically requests all QUB employees to handwrite “QUB BACS PAYMENT” on page 2 of the quotation to expedite processing.**
* The employee should email a copy of the completed quotation to the QUB Travel Plan Coordinator and then complete this Travel to Work Loan application form
* Translink will email the QUB Sustainability Team confirming receipt and processing of the aLink application form.
* QUB Accounts Team will review the application, and if approved, will send BACS payment to Translink for quoted aLink amount.
* Translink will mail the aLink card to the staff member using the address provided by the employee on the aLink application form.
* The loan will then be repaid in full by direct deduction from the employee’s salary in 10 equal monthly instalments, commencing a complete calendar month after the date the aLink card was issued to the employee.

**Terms and Conditions**

Full terms and conditions are listed on page 3. If you are unsure of any aspects of this scheme or wish to check your eligibility before applying or incurring any costs, you are advised to contact Nathan Booth, Travel Plan Coordinator, on [nathan.booth@qub.ac.uk](mailto:nathan.booth@qub.ac.uk)

|  |  |
| --- | --- |
|  | **Travel to Work Loan(s) Application Form**  ***Please complete fully and return to:  Travel Plan Coordinator, Estates Department, Level 5 Administration Building*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | |  |  |
| Full Name: |  |  | *Office Use Only* |
| School / Department / Division: |  |  | *Staff Type:* |
| Home Address (inc postcode): |  |  | *Grade:* |
| Staff number: ***(essential)*** |  |  | *FT / PT:* |
| End of Contract date (if applicable): |  |  | *Salary:* |
| National Insurance number: |  |  | *Staff No:* |

|  |  |
| --- | --- |
| **Current / Future Travel Arrangements** | |
| For evaluation purposes only, how do you currently travel to work (please circle main mode): | |
| Car / Bus / Train / Bicycle / Scooter / Motorbike / Walk | Other (specify): |

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager Confirmation** (please ask your Line Manager to complete below) | | | |
| *I confirm that the above individual is a permanent / fixed term salaried employee with at least one years contract unexpired* | | | |
| Line Manager’s Signature: |  | Date: |  |
| *I have read and understand the terms and conditions on page 3, and permit the University to make the necessary deductions from my salary to recover the cost of the loan(s)* | | | |
| Employee’s Signature: |  | Date: |  |

|  |  |
| --- | --- |
|  | **Travel to Work Loan Application Form** |

**1. Travel to Work Annual Travel Card Loan**

**1.1 How to apply for a Travel to Work Annual Travel Card loan – Terms and Conditions**

1. Loans will only be granted to salaried employees of the University for the purchase of an annual travel card for travelling to work.
2. Employees should obtain and complete the Translink aLink application form found online at <https://www.alinktranslink.co.uk/>.
3. Upon receipt of the application form, Translink will send a quotation by post to the employee.
4. Loans issued for annual travel cards must not exceed £2,500 and the amount requested for the loan must match that on the quotation.
5. If wishing to proceed, the employee should complete and sign the original quote from Translink and return the application form (with a signed passport-sized photo) to the Translink Ticketing Office by post (address is on the Translink quotation).
6. Employees should obtain and complete the Travel to Work loan application form, enclosing a copy of the completed Translink quotation, and email both forms to the Travel Plan Coordinator.
7. If the Travel to Work loan application form is approved, and the Translink quotation is processed a BACS payment will be made to Translink for the annual payment on the quotation.
8. The University reserves the right to refuse an application for a Travel to Work annual travel card loan.

**1.2 Repaying a Travel to Work Annual Travel Card loan**

1. Repayment of the loan will be undertaken by direct deduction from the employee’s salary, in 10 equal monthly instalments, commencing a complete calendar month after the date the Translink alink card was issued to the employee.
2. If the employee leaves the University, the balance of the loan will be immediately repayable from final salary payroll, where applicable. If your final net salary payment is insufficient to meet the remaining charges, then you **must** pay Queen’s University Belfast the outstanding balance within 14 days.
3. The employee agrees that should he/she at any time fail to comply with any of the above conditions, the University shall be entitled to terminate the agreement and immediate payment on the outstanding balance of the loan maybe requested.
4. If the employee decides they no longer require the travel card, then the employee must approach Translink for any possible refunds. The University accepts no responsibility for refund disputes and will continue to collect payments from the employee until the loan is repaid in full.

**2. General Terms and Conditions**

1. The University reserves the right to alter / withdraw the Travel to Work loan schemes at any time.
2. Early full repayment of Travel to Work loan(s) is possible. Employees must contact Mr. Michael Stevenson, Payroll Manager, on ext. 3040, [m.mohammed@qub.ac.uk](mailto:m.mohammed@qub.ac.uk" \o "mailto:m.mohammed@qub.ac.uk" \t "_blank).
3. Care of the annual travel card is the employee’s responsibility.
4. Should the annual travel card be lost or stolen, the employee is still responsible for repaying the Travel to Work loan in full.