

Season Ticket Loan Scheme Guide

December 2021

What is the Season Ticket Loan Scheme?

An annual season ticket or travel card can reduce your travel expenses, not just to work, but everywhere. It also saves you time instead of queuing daily to purchase tickets or having to remember to buy your weekly or monthly ticket on the right date.

To help you take advantage of these benefits the Council will lend you the money to buy your ticket. The loan is free of interest or administrative charges.

You will be joining many of your colleagues who have already taken advantage of this cost saving and convenient method of funding the expense of commuting using public transport.

Who is eligible?

You are eligible for the scheme if you are a permanent or fixed term employee providing you will have at least 12 months remaining on your contract after approval of the loan. You must also have sufficient net pay to cover the monthly deduction of the loan.

You are not eligible if you are in receipt of essential car user allowance or a car loan.

How does the scheme work?

The Season Ticket Loan enables you to purchase a season ticket that you will use to travel to work on public transport from your home address. You are expected to use your season ticket for travel incurred during the discharge of your duties and you will not be reimbursed for any travel costs incurred for journeys covered by the season ticket.

The amount requested must be no higher than that required to pay the quoted cost of the season travel ticket and the maximum amount of the Season Ticket Loan is £10,000. However the actual amount agreed will be determined based on the maximum value of all active loans you have with the Council being no more than £10,000.

If approved, the funds will be paid to you in the next available monthly pay run so that you can buy your ticket. Deductions from your salary will be made through payroll in 10 monthly instalments, beginning in the month after you receive your loan payment.

The season ticket, photo card and an official record of the initial price quoted for the ticket by travel companies must be made available for inspection on the request of line management and other relevant council officers. In addition to an initial check within 30 days of the loan payment being made then random spot checks may be undertaken throughout the year.

How do I Apply?

Applying is easy - you must read and agree to the terms and conditions and make a declaration concerning your eligibility by completing the Season Ticket Loan Scheme Application Form available on essentials.

The form must be sent to HR Services in good time to meet the relevant [monthly payroll deadline](#). Check all your information before sending the form and make sure your Personal Number is correct as an error may mean that your loan cannot be paid into your salary on the date you want and you will have to wait until the next month for your loan.

The amount of the Season Ticket Loan requested must be no greater than the actual cost of the season travel card for your journey to work. It is important that you keep a record of the initial price quoted for your ticket for inspection because this sum will be the basis of the loan you request. It is recognised that due to discounts your actual ticket price may be slightly less. Your loan will not be adjusted either upwards or downwards to reflect the actual ticket price once it has been granted.

If approved, the funds will be paid in the next available monthly pay run so that you can buy your ticket at your own convenience. The actual start date of your ticket does not have to be exactly the same as the date specified on the form. There may be a difference due to you being unable to purchase the ticket as planned, say sick or annual leave, but it must be within 4 weeks of the loan funds being paid into your salary.

You then need to provide the Council with evidence of payment of the fees to the relevant travel company and a copy of the season ticket itself (and any photo card) within 30 working days of receiving the loan payment.

Is there anything else I need to know?

The season ticket (including any photo card) and an official record of the initial price quoted for the ticket by travel companies must be made available for inspection on the request of line management and other relevant council officers. In addition to the requirement to understand that random spot checks

Employees using the loan for a purpose other than those set out above or applying for an amount higher than the fees incurred, will be subject to disciplinary action under the Council's Disciplinary Procedure. Managers colluding with employees to abuse the scheme may similarly be subject to disciplinary action. The Council considers that abuse of the scheme is likely to amount to fraud.

No further Season Ticket loan will be made until any current season ticket loan has been repaid.

Should you cancel your season ticket and receive a partial or full refund of fees from the travel company you must inform the Council's HR team hrrservices@camden.gov.uk immediately and make arrangements for immediate repayment of the outstanding loan balance.

The loan will become immediately repayable and will be recovered from any salary payments in the following circumstances:

- your employment with the Council ceases for any reason
- you use the Loan for any purpose other than the purchase of a season ticket that you will use to travel to work on public transport from your home address
- you fail to make available for inspection an official record of the initial price quoted for the ticket by travel companies, the season ticket (including any photo card) when requested by line management and other relevant council officers

If the outstanding balance of the Season Ticket Loan is larger than any salary payments due to you before the end of your employment, you must make arrangements to repay the total outstanding balance before the last day of your employment at Camden or, if you do not work any notice period, within 7 days of your last day of employment at Camden.

GUIDE ENDS