**THE UNIVERSITY OF HUDDERSFIELD**

**Travel Season Ticket Loan Application Form**

|  |  |  |
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| * Surname | (Mr/Mrs/Miss/Ms/Dr/Prof) | |
| * Full Forenames |  | |
| * Payroll Number |  | |
| * School/Department |  | |
| * Home Address |  | |
|  | |
|  | |
|  | |
| Post code | |
| * Name of travel company providing travel pass and details of who the cheque should be made payable, and the total amount   **OR** | **Payee** | **Total Amount**  £ |
| * Choose method of reimbursement and attach a receipt and photocopy of the travel pass purchased | 🞏 By cheque payable to myself  🞏 By BACS using the bank details for my salary payments  🞏 Together with my salary in the month in which my first instalment is paid | |

**I agree to the following conditions:**

I agree to repay the loan from deductions from my salary each month, in 10 equal instalments, starting in the month the loan is agreed.

In the event of my employment with the University being terminated for any reason before the loan is repaid in full then the University will recover the balance from my salary and any other monies paid to me during my notice period. I agree to pay any further outstanding balances by cheque prior to departure.

**I agree to the terms and conditions of the University Season Ticket Loan Scheme.**

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

|  |  |  |
| --- | --- | --- |
| **I authorise the Travel Season Ticket Loan Request:** | | |
| Signed: |  | *Dean/Director/Cost Centre Manager* |
|  | | |
| Please print name: |  | Date: |