



UNIVERSITY OF
LINCOLN

Season Ticket Loan Policy

September 2021

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1. Context

The University of Lincoln is committed to supporting Green Travel arrangements that minimise the impact of our activities on the community around us and the wider environment. The Season Ticket scheme aims to make public transport affordable and cost effective whilst also supporting the diversifying catchment area of our employees.

2. Introduction

2.1 Loans for the purchase of annual season tickets from home to place of work are available on certain conditions as set out below.

2.2 Applicants must be employed by the University of Lincoln on either a permanent or fixed-term contract with an end date that is 12 months after the date of the first loan repayment.

2.3 The University has introduced this scheme to assist employees with the affordability of public transport.

2.4 The scheme supports the Sustainability Travel Policy.

3. Tax Treatment

3.1 The loan will be for the full cost of the annual season ticket, and will be made in one payment. Under present Taxation Law the loan will be non-taxable and free of interest or administrative charges, but loans in excess of £10,000 (variable according to HMRC regulations) could attract tax on the notional interest benefit of the loan, and a P11d would be issued. In order to support our employees, the University will review each application on merit and individuals may apply for loans exceeding £5,000 which will be reviewed at the discretion of the Head of Payroll Services.

3.2 The applicant will use the loan to purchase their own ticket and the normal conditions which transport authorities attach to season tickets will then apply. The booking office where the ticket is obtained should be able to supply a leaflet explaining these conditions. The University is involved only in providing the loan and ensuring that it is repaid.

4. Administration and Limits

4.1 Annual season ticket loans must only be used for the purchase of travel tickets by University of Lincoln employees.

4.2 The minimum value of the season ticket loan is £750 per year. The maximum value per the standard policy will be £5,000 however, discretionary approval may be obtained to a maximum value of £10,000.

4.3 Applicants will need to request the price of the season ticket from the travel provider before completing an application and provide this information with their initial application.

4.4 To obtain an annual season ticket loan, employees are required to complete an application form (Appendix 1). Application forms may be submitted at any point in the calendar year.

4.5 Line Managers will need to approve the application form and advise of any potential changes which may invalidate this application.

4.6 All applications will need to be approved by the Head of Payroll Services before being processed.

4.7 By completing an application form, applicants agree to the recovery of any outstanding loan balance from their notice period and final pay if they cease employment with the University. In those instances where there is insufficient final pay to fully repay the loan, the remaining balance is immediately due in full via direct payment to the University.

4.8 Payments for season tickets will be made by BACS transfer into the applicant's bank account on the next available payroll run. In exceptional circumstances a payment can be made upon commencement of employment via BACS transfer.

4.9 Repayment of the loan to the University of Lincoln will be through the main payroll and repayments will be deducted from pay in 12 monthly installments. Deductions will commence at the end of the first month after receipt of the loan. The monthly loan repayment should be less than the employee's monthly net pay.

4.10 Loans must be fully repaid prior to a new loan being issued. The Scheme will be strictly audited and to ensure that the scheme is being properly used. Employees are required to forward a copy of the receipt of purchase along with the completed application form to Payroll Services before the first deduction from pay. Loans for subsequent years will not be made to employees that have not complied with this arrangement.

4.11 In the event of a season ticket expiring after the 12 month period, the application process will require repeating.

4.12 The operation of this scheme will be reviewed annually by the Head of Payroll Services.

5. Liability

5.1 Once the ticket has been purchased, the normal conditions that transport authorities attach to season tickets will then apply. The University does not accept liability for any loss of tickets or restriction of use owing to e.g. sickness or transportation strikes. It is the responsibility of the employee to obtain appropriate personal insurance against loss or theft. Any refunds should be sought from the

station at which the ticket was purchased and will be dependent on the issuing organisation's policy.

5.2 In the event an employee leaves the University's employment for any reason during the term of the Loan Agreement, the outstanding amount shall be repaid by deduction from their final pay and / or the preceding months pay in those instances where there is likely to be insufficient funds in their final month's pay to fully repay the Loan. The individual is required to inform Payroll Services immediately to arrange this.

5.3 Any employees who are expecting to have periods of unpaid leave of greater than one month will be required to inform Payroll Services and make alternative arrangements to repay the balance of the Loan.

5.4 The employee agrees that should s/he 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 will be requested.



6. Appendix 1

University of Lincoln Season Ticket Loan Application Form

Personal Details

Full Name:	
College / Service Department:	
Home Address (inc postcode):	
Payroll number:	
End of Contract date (if applicable):	

Ticket Details

Start destination (from)	
End destination (to)	
Total cost of season ticket	£

Please attach the receipt or quote for the price of the ticket

Current Travel Arrangements

For evaluation purposes only, how do you currently travel to work (circle main mode):

Car / Bus / Train / Bicycle / Scooter / Motorbike / Walk	Other (specify):
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Employee Declaration	
I have read and understood the Annual Season Ticket Loan Policy and authorise the University to make the necessary deductions from my salary to recover the cost of the loan as stated above.	
Employee's Signature and Date:	
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 a 12 months contract unexpired	
Line Manager's Signature and Date:	
Human Resources Approval	
Head of Payroll Services Signature and Date :	

Please return your completed form to: payrollservices@lincoln.ac.uk

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Owner	Last Reviewed
Payroll Services	September 2021



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