

Please return completed form to:- Travel Plan Office, Level 2, Zone2, Open Plan area 1, Office Building, Queen Elizabeth University
Hospitals Campus, Govan Road, Glasgow, G51 4TF

Part One: Applicant Details (Please Print)

Full Name: _____ Home Address: _____
 Job Title: _____
 Ward/Department: _____ Post Code: _____
 Hospital: _____ Home/Mobile No: _____
 Work Telephone: _____ Email: _____
 Annual Ticket Start Date _____


PLEASE REFER TO TICKET SCHEDULE ON STAFFNET


Part Two: Journey Details

From: _____ To: _____

This Application is for a Network Annual Mobile Ticket
£590.00 to be repaid as per below

I undertake to repay the sum owed as follows: (tick Appropriate box)

I am Monthly Paid  One deduction of **£51.00**, followed by 11 deductions of **£49.00**

I Am Weekly Paid  One deduction of **£13.70**, followed by 51 deductions of **£11.30**


Part 3: Pay Details


Staff Pay Number	Pay Div	Group Code	Pay Point
G / C <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Date Commenced in NHS Greater Glasgow & Clyde _____

Part 4: Authorisation - I agree to the following conditions

1. I agree to pay the sum as indicated above.
2. If I leave the employment of NHSGGC or my employment is terminated before repayment has been made in full or if I otherwise breach the conditions of this loan agreement, I authorise Payroll to deduct the remaining outstanding balance from my final salary.
- 3. I have read fully and understand the attached Terms and Conditions**

Signature of Applicant  _____

Date  _____

ANNUAL TICKET SCHEME - TERMS AND CONDITIONS

As part of the ongoing implementation and development of the Travel Plan for NHS Greater Glasgow and Clyde ("NHS GG&C"), the organisation is providing staff currently employed with NHS GG&C with the opportunity to purchase an annual ticket which they can pay for in manageable monthly/weekly instalments.

The following Terms and Conditions apply:

Who can apply for a loan?

- You must be a salaried member of NHS GG&C staff with a Payroll number, i.e. have a contract of employment issued from Human Resources;
- You must have a contract of employment that covers the full period of the annual ticket;
- Your annual ticket must cost no more than one tenth of your gross annual salary including any superannuable allowances.

The Annual Ticket Process

- Annual ticket application forms are available from the NHS GG&C Intranet, Cash Offices at each Board site and directly from the Travel Plan Office;
- The completed application must be returned to the Travel Plan Office (travelpo@ggc.scot.nhs.uk);
- The Travel Plan Office will then confirm your application and send ticket request to Annual Ticket provider who will issue your annual mobile ticket to the email address noted on your application form, or, for paper ticket, the Cash Office, Queen Elizabeth University Hospitals; or cashiers, Glasgow Royal Infirmary;
- Loan repayments will only commence following the date of issue of the annual ticket;
- In the event that the value of the loan exceeds or is less than the value of Annual Ticket issued and invoiced by Annual Ticket provider, you will be required to complete a new mandate form. You will be advised of any discrepancy before your ticket is purchased;
- Annual Ticket provider will invoice NHSGG&C directly;
- Please allow up to 14 days for your application to be processed.

Mobile tickets will be processed as follows;

- Staff must provide name, email address and mobile number on their application
- Once approved a password will be sent to the email supplied
- The Staff member will access the system using the password to access the mobile ticket
- Staff must download the First Bus app to access their ticket

Repaying the loan

Repayment of the NHSGG&C annual ticket loan made to you, will be by direct deduction in 12 monthly installments from the your salary or 52 weekly instalments if you are paid weekly. If the deductions do not commence within 1 month/ 4 weeks then it is your responsibility to contact the Travel Plan Officer or Payroll Officer in the first instance to query. When your mandate reaches Payroll and there is a balance due, Payroll will deduct the outstanding balance from your next monthly / weekly salary to compensate.

Procedures if a member of staff leaves the NHSGG& C

If you leave NHSGG&C before the loan has been repaid the outstanding balance of the loan will immediately become repayable and will be recovered from your final salary. If however the outstanding balance is more than your final salary then you must repay the total outstanding balance before your last working day.

ANNUAL TICKET SCHEME - TERMS AND CONDITIONS

Procedures if a member of staff undergoes a change in circumstances

The ticket is non refundable.

If you experience a change in personal circumstances, such that you are no longer able to use the annual ticket, or no longer wish to use it, at any time before the whole loan has been repaid and the balance of the outstanding loan is larger than your next net salary payment, individual arrangements will be made with you for recovering the balance.

Lost or Stolen Annual Tickets

Care of the annual ticket is your responsibility. If the card is lost or stolen you should inform the Travel Plan Office. **No refund will be made for lost, stolen or unused tickets.** It is therefore recommended that your annual ticket is adequately insured against loss as the outstanding balance of the NHSGG&C loan is still repayable.

For mobile tickets please ensure First or Travel Plan office are informed of loss/theft. This will enable the app is deactivated.

Renewing an Annual ticket

An interest free loan for the annual ticket is not renewed automatically. You must submit a new loan application form to the Travel Planning Office at least three weeks before the card expires to ensure the card is renewed in time.

Conditions and Liability of Travel

You understand and agree that the conditions of, and all liability for, travel through the use of the annual ticket (and in particular damage to property, injury, death, and every kind of financial loss resulting from such travel) are all exclusively as between you and/or any relevant transport operators and are not in any way the responsibility or liabilities of NHS GG&C or any other NHS entity.

All employee information will be held in accordance with the General Data Protection Regulation (2018). Information will be shared between operator and NHS Greater Glasgow & Clyde for the purpose of providing your season ticket, statistical analysis and monitoring. In addition to travel route and season ticket start date, your name, address, mobile number and e mail address provided as part of your application is shared with the operator for verification purposes.

Declaration:

I have read and accept the above Annual Ticket Loan Terms and Conditions set out on this and the one preceding page.

Name (Please Print)

Sign

Date

June 2020