

Terms and Conditions

- a) The advance is for the purchase of a season ticket for travel between home and your usual place of work at the University of Essex. You understand that use of the advance for any other purpose may result in disciplinary action.
 - b) It is acknowledged that the season ticket may be used for personal travel outside of your normal working hours providing that the predominant use is for the purpose as set out in clause (a) and as permitted under the train or bus company's terms and conditions of travel.
 - c) Where possible and appropriate you will use the ticket for travel on the University of Essex business at no additional cost to the University of Essex and use the tickets for discounted fares for business travel.
 - d) The advance must be paid off before the expiry date of the season ticket, therefore you will repay the advance to the University of Essex by equal monthly payments within the time period, less one month that the season ticket is valid. (For example 6 month ticket repaid back over 5 months).
 - e) The University of Essex confirms that the advance of salary will not be subject to any interest throughout the period of the advance.
 - f) You agree to comply with the terms of the season ticket issued by the train or bus company and not to do anything that would adversely affect the good standing of the University of Essex.
 - g) The University of Essex reserves the right to withdraw the scheme at any time but will honour any outstanding advance agreements.
 - h) You agree to the University of Essex deducting the monthly payments direct from your salary starting with the first payment being deducted at the first available month and thereafter throughout the remainder of the term of the advance.
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Guidance Notes for Applicant Please complete sections A and B of the application form in full. Any missing information will delay your application.

- a) Once the application form has been completed please forward to HR.
- b) This scheme is offered to employees as part of the University's Sustainable Transport Strategy and in accordance with the Governments tax free travel benefits available for employees.
- c) The Scheme applies to staff directly employed by the University of Essex. This includes those on a fixed term contract so long as the term of the ticket does not exceed the length of the contract of employment but does not include those termed 'Casuals'.
- d) Season ticket advances are available for staff to purchase quarterly, six monthly or annual public transport tickets for bus or train where the value of the total advance is between £100 and £4995 per annum. If you travel between home and you normal place of work requires the purchase of more than one season ticket this is permissible and you should provide this detail on one application form.
- e) Payment will be made directly into the bank account to which your University salary is paid. This will normally be within 2 weeks of you submitting the your application.
- f) You will need to provide proof of your season ticket purchase to HR within 4 weeks of submitting your application form. You should do this by completing the evidence form and submitting to HR; failure to adhere to this policy will result in the full balance being recovered from your salary.
We will require as proof:
Original receipt clearly stating the Company, date and purchase price.
Photocopy of the Season Ticket
Please note that any variances in details will result in the recovery of the advance.
- g) Normal conditions apply for the season ticket holder from the public transport service company, including refund and compensation arrangements and use of the ticket. The University of Essex is not liable to replace any lost or stolen tickets. In the event of a lost or stolen ticket the original advance still stands and will continue to be recovered.
- k) Any applications not signed by the applicant will not be processed.
- l) Where discounts on season tickets are available to employees as part of the University's package of travel measures (see: <http://www2.essex.ac.uk/estates/Pages/Publictransport.htm> , you are expected to apply for the discounted tickets and include the discount in the total cost of the season ticket advance requested. Applicants are reminded that they will be liable to disciplinary action if they use the advance for any other purpose than the purchase of a season ticket, or if the amount is higher than the price of the season ticket.