





Please return completed form to: Travel Plan Office, Central Medical Block, Queen Elizabeth University Hospitals Campus, Govan Road, Glasgow, G51 4TF. Email: ggc.travelpo@nhs.scot

Full name:	Home Address: 
Title: Mr / Mrs / Ms (delete as appropriate)	Town:
Job Title:	Post Code:
Ward / Dept: 	Home / Mobile 
Hospital/ Site: 	Email: 
Date commenced in NHS Greater Glasgow & Clyde : 	Date: 

Part 2: About your Journey. MUST BE FROM AND TO A TRAIN STATION

From:	To:
Current Smartcard Number:	Ticket start date:

Part 3: Pay Details



Staff Pay Number									Pay Div	Grp Code		Pay Pt	
G / C													

(Please tick Appropriate Box, below)

I am Monthly Paid ☐ OR Weekly Paid ☐

Price of ticket: £ this total to be deducted in equal instalments. Code 2396

- If I leave the employment of NHSGG&C or my employment is terminated before repayment has been made in full, or I otherwise breach the conditions of the loan agreement, I authorise Payroll to deduct the outstanding balance from my salary.
- I have read and fully understand the attached terms & condition. I confirm that the cost of the season ticket does not exceed one tenth of my gross annual earnings.

Signature of Applicant:	
Date:	

ANNUAL SCOTRAIL TICKET SCHEME - TERMS AND CONDITIONS

As part of the ongoing implementation and development of the Travel Plan for NHS Greater Glasgow and Clyde (NHSGGC), the organisation is providing staff currently employed with NHSGGC with the opportunity to purchase a ScotRail Annual Season Ticket which they can pay for in manageable monthly/weekly installments.

The following Terms and Conditions apply:

1. Who can apply for a loan?

An interest free ScotRail Annual Season Ticket loan will only be issued to NHSGGC employees who meet the following criteria:

- 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 season ticket.

2. The Application Process

- ScotRail Annual Season Ticket application forms are available from the NHS GGC website or directly from the Travel Plan Office;
- The completed application must be returned to the Travel Plan Office;
- The Travel Plan Office will process your application and instruct ScotRail to upload your Annual Season Ticket to your Smartcard.
- Loan repayments will only commence following the date of issue of the ScotRail Annual Season Ticket;
- ScotRail will invoice NHSGG&C directly; Please allow up to 14 days for your application to be processed;

3. Repaying the loan

- Repayment of the ticket loan will be by direct deduction in 12 monthly or 52 weekly instalments if you are paid weekly. If the deductions do not commence within 1 month/ 4 weeks please contact your 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.

4. Procedures if a member of staff leaves NHSGGC or if a member of staff undergoes a change in circumstances

If you are no longer able to use the ScotRail Annual Season Ticket, or no longer wish to use it, at any time before the whole loan has been repaid, you may return, in person, the ScotRail Annual Season Ticket to ScotRail for a refund. It will be the difference between the price you paid and the cost of a ticket or tickets for the period for which you have actually used the ticket, plus an administration fee. Because of the discounts on longer term Season Tickets, refunds are not made pro rata to the periods before/after surrender and Annual Season Tickets have no refund value after about 10 1/2 months. ScotRail will issue the remainder of the balance owed on the Annual Season Ticket. If the ScotRail Annual Season Ticket has not been returned, the balance of the loan will immediately become repayable from your last pay. If 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.

5. Lost or Stolen ScotRail Annual Season Tickets

Care of the ScotRail Annual Season Ticket is your responsibility. If the card is lost or stolen you should report this to ScotRail. ScotRail can issue replacement Smartcards, but will apply an admin charge for this.

6. Renewing a ScotRail Annual Season Ticket

An interest free loan for the ScotRail Annual Season 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.

7. Conditions of and Liability for Travel

You understand and agree that the conditions of, and all liability of, travel through your use of the ScotRail Annual Season Ticket (and in particular damage to property, injury, death, and every kind of financial loss resulting from such travel) are all exclusively between you and ScotRail and are not in any way the responsibility or liability of NHS GGC or any other NHS entity.

8. How we use your information

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 and Smartcard ID number, provided as part of your application is shared with the operator for verification purposes.

Declaration:

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

Name (Please Print)

Sign

Date