Example travel loan request

TRAVEL to WORK LOAN REQUEST

Please complete in block capitals. All sections must be completed. Send to the Payroll Department before the last day of the month.

Personal details

Payroll Number

Family Name

First Name/s

Home address

Post code

Department

Telephone number

Email address

Loan Details

I wish to apply for a Travel to Work loan of £ .....

I will travel by (tick or circle **ONE** only)

Bus only Rail only Both

The loan will be used for (tick or circle **ONE** only)

An annual season ticket A quarterly season ticket

I have read, understood and accept the terms of the Loan Agreement

Signature: _____

Date: _____

OCR
Oxford Cambridge and RSA