

STAFF TRAVEL LOAN FOR A BICYCLE

The decision to make a loan is at the University's discretion. If agreed, an Advance will be paid into the employee's bank a/c, which the staff member must use to purchase a bicycle. Any refund obtained must be repaid to the University immediately. If the bicycle is stolen during the period of the loan, the loan must still be repaid in full to the University.

It is advisable to give the Payroll office at least one months notice when requesting a travel loan.

SECTION 1 – TO BE COMPLETED BY APPLICANT

NAME: PAYROLL NO:

INTERNAL ADDRESS:

EXT NO. (if available):

EVIDENCE MUST BE ATTACHED PROOF: RECEIPT / RETAILER'S ORDER or ESTIMATE:

(delete as applicable)

PRICE: £

I agree to repay the above amount by equal monthly deductions from my salary over 12 months or, agree that in the event of my leaving the University's employment, any outstanding balance will be deducted from my final salary. If this salary is insufficient to clear the sum outstanding, I will immediately pay to the University sufficient to clear the advance.

SIGNATURE: DATE:

APPLICANT SHOULD SEND/DELIVER THIS FORM TO: