

## **GUIDANCE ON SALARY ADVANCES FOR TRANSLINK ANNUAL COMMUTER TRAVELCARDS**

In March 2005, DEL published a Green Policy aimed at improving recycling and waste management in the Department, and encouraging greater use of public transport by staff. A full copy of the Green Policy can be accessed by clicking [here](#).

To assist staff who use public transport on a regular basis, we are introducing the facility to have the cost of an annual Translink Commuter Travelcard spread across twelve months and deducted directly from salaries.

- **What is an annual Travelcard?**

As well as providing unlimited travel for 12 months between two chosen points, Annual Travelcards offer unlimited use of the entire Translink network at weekends. Annual Travelcards are available for Metro, NI Railways and Ulsterbus journeys. They are also available for integrated bus and rail journeys and can cover a combination of journeys.

Annual Travelcards offer 20% discount on the normal monthly bus/rail fare.

- **How do I apply for a Travelcard?**

You should contact the Translink Commuter Travelcard office on 90354074 to obtain an application form and details of costs/routes. Once you have completed your application form, which should be returned to the Translink office, you will receive a written quotation for your chosen route.

To apply for a salary advance/deduction, you should complete Part A of the application form attached to this document. This form should be returned with the written quotation from Translink to Accommodation & Services Branch, Adelaide House. We will then issue Translink with a cheque for the full amount of the Travelcard on your behalf.

A plastic card incorporating your photograph and appropriate details will be provided as your travel ticket. This will be sent to your home address. Once you receive your Travelcard, you should complete Part B of the DEL application form and return it to Accommodation & Services Branch, together with a copy of the annual pass as proof of purchase.

The commencement date of Travelcards must be the first day of a month. Application forms and photographs must be received by Translink by 5<sup>th</sup> day of the month prior to the commencement date.

- **Can I get a refund on my Annual Travelcard?**

Yes. If your circumstances change and you find that you no longer require a Travelcard, you can apply to Translink for a refund. Refunds of up to a maximum of 10 months can be made on Travelcards, less an administration charge of £20. Further details on refund terms can be obtained from the Translink office.

Where you have applied for a refund from Translink, you may allow monthly salary deductions to continue. Alternatively, you may wish to settle the outstanding balance with one lump sum payment. In this case, you should contact Seona McHenry [seona.mchenry@hrconnect.nigov.net](mailto:seona.mchenry@hrconnect.nigov.net) (Direct Dial 1464, External Dial 0800 1 300 400).

- **What happens if I resign/leave the NICS?**

If you cease to be a Civil Servant, the outstanding balance of the ticket advance will be recovered in one single payment from your final salary. Should your final salary not cover the balance, you will still be required to repay the outstanding amount to the Department.

- **What happens if I am off work for a long period of illness and cannot use my annual Travelcard?**

In this event, you should apply for a refund from Translink. A refund will be calculated from the date the illness started on production of a medical certificate.

Monthly salary deductions will continue until the total amount is recouped. Alternatively, you may wish to settle the outstanding balance with one lump sum payment. Again, this should be discussed with Seona McHenry HR Connect.

- **What happens if I transfer to another Department?**

If you are transferring to another Department, HR Connect will recoup the total amount outstanding on your ticket advance from your final salary as an employee of DEL. You can claim a refund from Translink for the remaining duration of your annual Travelcard, subject to the terms described above.

If you would like to continue using your annual Travelcard, you can contact Personnel in your new Department to verify whether ticket advances are offered to staff. If your new Department offers this facility, Personnel Branch may agree to assume responsibility for making monthly deductions from your salary.

- **What happens if I transfer to another post in a different location?**

Translink can amend your Annual Travelcard if you change home address or job location. An administration fee of £10 is charged by Translink for this service.

If your transfer means that you can no longer use your Travelcard, you can approach Translink for a refund. The above terms and conditions will apply.

**If you have any other questions, please contact Mairead Devaney, Accommodation & Services Branch, Room 702, Adelaide House, 39-49 Adelaide Street, Belfast, BT2 8FD.**

**Department for Employment and Learning**  
**APPLICATION FOR SALARY DEDUCTION FOR SEASON TRAVEL TICKET**

**PART A**

**NAME** \_\_\_\_\_ **CONTACT** \_\_\_\_\_

**PAYROLL** \_\_\_\_\_ **BRANCH COST** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**PERMANENT OFFICE** \_\_\_\_\_

**COST OF SEASON TICKET** \_\_\_\_\_ **PERIOD OF TICKET** \_\_\_\_\_

*In order to provide an advance of salary for this purpose, you must attach evidence of a quote for the season ticket endorsed by Translink. Translink will send a written quotation to your home address. This should be returned with your signed form and a passport photograph to the address below.*

**CONDITIONS OF ADVANCE**

1. The advance, which is made solely for the purpose of purchasing an annual season ticket (Translink Commuter Travelcard), is repayable on demand but, without prejudice to the Department's right to demand repayment at any time, the advance will normally be recovered within the life of the season ticket by equal monthly instalments deducted from pay.
2. Any outstanding balance will immediately become repayable without demand and will be set off against any pay/allowances, and where appropriate death gratuity, other pension benefits or other payments due if:
  - a. I cease to be a civil servant; or
  - b. the season ticket is surrendered for any reason.
3. I will forward proof of purchase (copy of ticket or receipt) to Accommodation & Services Branch.

**DECLARATION**

I, \_\_\_\_\_, wish to apply for an advance of \_\_\_\_\_ for the above purpose and subject to the above conditions to be issued during the month of \_\_\_\_\_.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department for Employment and Learning**  
**APPLICATION FOR SALARY DEDUCTION FOR SEASON TRAVEL TICKET**

**PART B**

**NAME** \_\_\_\_\_ **CONTACT** \_\_\_\_\_

**PAYROLL** \_\_\_\_\_ **BRANCH COST** \_\_\_\_\_

**CONDITIONS OF REPAYMENT**

***To be completed by Accommodation & Services Branch***

An advance of salary of £\_\_\_\_\_ has been prepared and forwarded to Translink for processing. You will receive your Annual Travelcard in the post. The advance will be recovered by means of 12 monthly deductions from pay, commencing next available month, and will be subject to the conditions set out above.

HR Connect notified:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Departmental HR (Grade Management) notified:

Signed \_\_\_\_\_ Date \_\_\_\_\_

***To be completed by applicant***

*ONCE YOU RECEIVE YOUR ANNUAL TRAVELCARD, PLEASE COMPLETE AND RETURN THIS FORM, ALONG WITH A PHOTOCOPY OF YOUR TICKET, TO: ACCOMMODATION & SERVICES) BRANCH, ROOM 702, ADELAIDE HOUSE, 39-49 ADELAIDE STREET, BELFAST, BT2 8FD IF YOU REQUIRE ANY ASSISTANCE, CONTACT 028 90257899 (GTN 57899).*

I acknowledge receipt of a Translink season ticket. I have enclosed a photocopy of the annual pass as proof of purchase.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***To be completed by Accommodation & Services Branch***

Proof of purchase received:

Signed \_\_\_\_\_ Date \_\_\_\_\_