Season Ticket Loan Proof of Purchase

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| Please complete this form and attach proof of purchase of the season ticket (e.g. receipt, photocopy of the ticket) and return it to: HR Operations, Room 110, Whiteknights House, The University of Reading, PO Box 217, Reading, RG6 6AH, or e-mail hroperations@reading.ac.uk, **within 1 month** of receipt of the loan.Failure to do so will result in the deduction of the full amount of the loan from the next available salary payment. If this is not sufficient, you will be required to arrange an alternative method of payment. |

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| **Section A: Applicant’s details** |
| Title |  | First name |  | Surname |  |
| Employee no.  |  | E-mail |  |
| Department |  |
| School/Function |  |

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| **Section B: Season ticket details** |
| I confirm that I have purchased an annual season ticket with the loan advanced to me by the University of Reading for this purpose. The details are as follows: |
| Travelling from (station) |  |
| Travelling to (station) |  |
| Cost of season ticket | £ | Ticket Number |  |
| Start date |  | Expiry Date |  |
| Evidence attached | Original receipt □ | Photocopy of Season Ticket □ |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section C: HR Approval** |
| Date proof of purchase received |  | Monthly deduction | £ |
| I confirm that I have seen an appropriate proof of purchase and have checked the details against the original application. |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |