



## Annual Ticket Application



Once completed, please email form to [ggc.travelpo@nhs.scot](mailto:ggc.travelpo@nhs.scot) or post to Travel Plan Office, Room101, West House, Gartnavel Royal, 1053 Great Western Road, Glasgow G12 0YN

### Part One: Applicant Details (Please Print)

Full Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Ward/Department: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Hospital: \_\_\_\_\_ Home/Mobile No: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Annual Ticket Start Date \_\_\_\_\_

**PLEASE REFER TO TICKET SCHEDULE ON STAFFNET**

### Part Two: Journey Details

From: \_\_\_\_\_ To: \_\_\_\_\_

**This Application is for a McGill's Inverclyde Annual Ticket**

**£932.40 to be repaid as per below.**

I undertake to repay the sum owed as follows: (tick Appropriate box)

I am Monthly Paid	<input type="checkbox"/>	➔	12 deductions of <b>£77.70</b>
I Am Weekly Paid	<input type="checkbox"/>	➔	One deduction of <b>£24.60</b> , followed by 51 deductions of <b>£17.80</b>

### Part 3: Pay Details

Staff Pay Number	Pay Div	Group Code	Pay Point
G/C <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Date Commenced in NHS Greater Glasgow & Clyde \_\_\_\_\_

### Part 4: Authorisation - I agree to the following conditions

1. I agree to pay the sum as indicated above.
2. If I leave the employment of NHSGGC or my employment is terminated before repayment has been made in full or if I otherwise breach the conditions of this loan agreement, I authorise Payroll to deduct the remaining outstanding balance from my final salary.

### 3. I have read fully and understand the attached Terms and Conditions

Signature of Applicant	0	<input type="text"/>
Date	0	<input type="text"/>

## ANNUAL 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 an annual ticket which they can pay in manageable monthly/weekly instalments.

The following Terms and Conditions apply:

### **Who can apply for a loan?**

- You must be a salaried member of NHSGGC staff with a Payroll number, i.e. have a contract of employment with NHSGGC.
- You must have a contract of employment that covers the full period of the annual ticket

### **The Annual Ticket Process**

- Annual ticket application forms are available from the NHSGGC website, cash offices at each Board site and directly from the Travel Plan Office;
- The completed application must be returned to the Travel Plan Office ([ggc.travelpo@nhs.scot](mailto:ggc.travelpo@nhs.scot)) ;
- The Travel Plan Office will confirm your application and send ticket request to McGill's, who will issue your annual mobile ticket to the e mail address on your application form for the scheduled start date.
- Loan repayments will only commence following the date of issue of the annual ticket;
- In the event that the value of the loan exceeds, or is less than the value of your ticket issued and invoiced by McGill's you will be required to complete a new mandate form. You will be advised of any discrepancy before your ticket is processed.
- McGill's will invoice NHSGGC directly;
- Please allow up to 14 days for your application to be processed.

### **Mobile tickets will be processed as follows;**

- Staff must download the McGill's app and create an account to access their ticket.
- Once approved a password will be sent to the email supplied.
- The staff member will access the system using the password to access their ticket
- Staff must provide name, e mail address and mobile number on their application. It is essential the e mail is the one linked to your McGill's app.

### **Repaying the loan**

Repayment of the NHSGGC annual ticket loan made to you, will be by direct deduction in 12 monthly installments from your salary or 52 weekly instalments if you are paid weekly. If the deductions do not commence within 1 month/ 4 weeks then it is your responsibility to 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.

### **Procedures if a member of staff leaves the NHSGGC**

If you leave NHSGGC before the loan has been repaid the outstanding balance of the loan will immediately become repayable and will be recovered from your final salary. If however the outstanding balance is more than your final salary then you must repay the total outstanding balance before your last working day.

## ANNUAL TICKET SCHEME - TERMS AND CONDITIONS

### **Procedures if a member of staff undergoes a change in circumstances**

The ticket is non refundable.

If you experience a change in personal circumstances, such that you are no longer able to use the annual ticket, or no longer wish to use it, at any time before the whole loan has been repaid and 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.

### **Lost or Stolen Annual Tickets**

Care of the annual ticket is your responsibility. Annual tickets are only issued digitally. If your mobile phone is lost or stolen you should inform McGill's immediately at enquiries @mcgillsbuses.co.uk. McGill's will be able to pause / stop your annual ticket while allocating this to a new device if necessary.

### **Renewing an Annual ticket**

An interest free loan for the annual 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.

### **Conditions and Liability of Travel**

You understand and agree that the conditions of, and all liability for, travel through the use of the annual ticket (and in particular damage to property, injury, death, and every kind of financial loss resulting from such travel) are all exclusively as between you and/or any relevant transport operators and are not in any way the responsibility or liabilities of NHSGGC or any other NHS entity.

### **How your information will be used**

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, mobile number and e mail address provided as part of your application is shared with the operator for verification purposes.

### **Declaration:**

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

Name (Please Print)

Sign

Date

January 2026