



TRAVEL PASS SCHEME

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Introduction

The scheme is available twice annually commencing on 1st July and 1st November. This scheme applies to annual travel passes available from Irish Rail (Commuter & DART), Dublin Bus, LUAS and Bus Eireann. Trinity College Dublin will purchase the annual travel pass on behalf of the staff member. The employee repays the College the cost of the travel pass less PRSI and income tax at his/her marginal rate. The scheme will have no impact on normal pension contributions, which will remain calculated on gross salary.

1. Eligibility

To be eligible the staff member must be an employee of Trinity College Dublin before the closing date for application to the scheme.

2. Procedures

Employees are required to sign an application form, prior to entering into the scheme. Trinity College Dublin will purchase the annual travel pass on behalf of the staff member and the cost will be deducted against the employees salary on a weekly/monthly basis over a 12 month period or in equal installments over the remainder of his/her contract, commencing on the 1st July/1st November. If the staff member is a term worker, repayments will be deducted over the amount of weeks he/she is rostered to work. Once purchased the staff member is liable for the full cost of the pass and no partial refunds or changes to tickets will be available.

3. Conditions

3.1 On termination of employment any balance in respect of the travel pass due to the College will be deducted from final net salary. Where the final net salary is insufficient to repay the balance due, the employee **must repay** the shortfall by cheque prior to departure. **Please note:** Once a P45 has been issued, the staff member cannot avail of the tax benefit on the outstanding balance.

3.2 If the staff member takes unpaid leave during the year, any balance in respect of the travel pass will be deducted from the final net salary prior to the commencement of unpaid leave. Where the final net salary is insufficient to repay the balance due, then the employee **must repay** the shortfall by cheque prior to departure. Alternative arrangements may be entered into at the discretion of Human Resources.

3.3 A new application will be required in respect of each subsequent year of participation. It is the responsibility of the employee to inform Trinity College Dublin of changes in their circumstances.

