Introduction
This guide explains how to request a season ticket loan. ‘Season ticket loan’ is a type of expense so in effect you submit it as an expense claim.

Audience
Any member of staff that is eligible for a season ticket loan.

Process
This diagram shows the workflow for a season ticket loan:

Steps to request a season ticket loan

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the main menu select Your employment then Quick Links&gt;Expenses.</td>
</tr>
<tr>
<td>2</td>
<td>Click Expenses button</td>
</tr>
</tbody>
</table>
| 3    | Complete the What was the purpose? section:  
  a. Enter a Purpose  
  b. Leave Date as today’s date (date of claim)  
  ![What was the purpose?](image) |
| 4    | In the What did you spend? section click Add expense  
  ![Add expense](image) |

[Diagram showing workflow with Initiator, Payroll Team, and Payments Team]
1. Enter the details of the season ticket loan:

- a. Category (type of expense) – select “Season ticket loan” from the drop down.
- b. Expense date – enter the season ticket start date.
- c. Descriptions – read the statement then enter details of the ticket.
- d. Amount – enter the cost of the ticket (GBP).
- e. Resource – auto-populated with your name and resource ID. Leave as is.

2. Click the **Add information** button to let Payroll know which repayment schedule you want.

3. Enter your message then click **OK**.

4. Click **Send for approval**. The claim is assigned a transaction number.

5. Click **OK**

**What happens next?**

The expense claim is routed to the Payroll Team, who will check your eligibility and add a deduction to repay the loan from your salary. It then goes to the Payments Team for approval and payment processing. On payment (within 7 days), you will receive a BACS remittance advice via email to confirm. The expense status is now ‘Completed’.

Within one month of receipt of the loan you must provide proof of purchase of the ticket. Send the receipt to Payroll indicating the expense transaction number.

**Where to go for help**

Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk.