



Workday (UK) Limited Travel Loan Form

First name	
Surname	
Employee number	
Address	

Workday UK Ltd intends to make you a loan of £ _____ (amount of the loan).

This form sets out the terms and conditions which apply to the Loan. Please read through this form carefully as it will become part of your terms and conditions of employment with the Company.

The purpose of the Loan is that it should be spent on travel to and from work. The Loan should not be used for any other purpose.

- 1) The Loan will be paid to you at latest in the pay run in the month after which you submit the signed application form accompanied by a formal quote for your travel ticket. This will be the Loan Payment Date.
- 2) The term of the Loan is 12 months (other than as provided at clause 4 and 5 below).
- 3) You are obliged to repay the Loan in 12 equal monthly instalments from the Loan Payment Date (or for fixed term employees, monthly for the remainder of your current contract if less than 12 months remains) which will be deducted monthly from your gross salary and you authorise the Company to make these deductions. The first repayment will be deducted from your salary in the first payment of salary immediately following the Loan Payment Date.



- 4) If your employment with the Company terminates for any reason you shall immediately repay the full amount of the outstanding Loan taking into account repayments already made.
- 5) If your employment with the Company terminates for any reason you hereby authorise the Company to deduct any sum outstanding on the Loan from any payments owing to you including but not limited to final salary payments, termination payments, payments in lieu of notice or payments in respect of accrued but untaken holiday.
- 6) The Loan is intended to qualify for the exemption contained in section 180(1) of the Income Tax (Earnings and Pensions) Act 2003 and as such the intention is that the Loan will not incur a charge to tax; the Company however gives no warranty to this effect. The tax treatment of the Loan may however depend on your personal circumstances and if you are in any doubt you should you take independent advice on this. The Company is not responsible for any tax incurred on the Loan and you agree to reimburse the Company if the Company becomes liable for any tax liability which accrues as a result of the Loan.

By signing this form you agree to accept a Loan from the Company in accordance with the terms outlined above:

Signature	
Print Name	

Please return the completed form to People & Purpose via [Service Hub](#).