**Application for Refund of Employee Residential Journeys**

The refund will only be processed when this form and the Season Ticket have been provided. We will contact you again if we need further information. Refunds can take up to six weeks to process**.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee details** | | | | | | | | |
| Title |  | | | Address | | |  | |
| First Name |  | | |  | |
| Last Name |  | | |  | |
| Home Phone |  | | |  | |
| Mobile Number |  | | | Postcode | | |  | |
| Email: |  | | | | | | | |
| **Details of Season Ticket to be Refunded** | | | | | | | | | |
| From (station) | | | | | To (station) | | | | |
|  | | | | |  | | | | |
| Purchase Date | | Purchase Station | | | TOC Purchased from | | | | |
|  | |  | | |  | | | | |
| Image of Ticket supplied (Y/N)? | | | Ticket Number | | | Cost of ticket - £ | | Payment Method i.e. Card or Cash | |
|  | | |  | | |  | |  | |
| **Reason in Full for Application** | | | | | | | | | |
|  | | | | | | | | | |

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| **Declaration** | | |
|  | By checking this box:   * I confirm that all details provided are correct. * I apply for a refund for my residential travel journey(s) as requested above. * I understand that I am responsible for the correct use of rail staff travel facilities and that such use is subject to the Conditions of Issue and Use which can be found at [www.raildeliverygroup.com/rst/conditions-of-issue-and-use](http://www.raildeliverygroup.com/rst/conditions-of-issue-and-use) . * I further understand that Rail Staff Travel’s privacy information is available at [www.raildeliverygroup.com/rst/rst-privacy](http://www.raildeliverygroup.com/rst/rst-privacy) and that I have read it * I understand that any attempt to obtain, use or request refunds for rail staff travel facilities fraudulently may result in disciplinary action and/or legal proceedings and/or permanent withdrawal of all rail staff travel facilities for myself and all of my dependants. | |
| Date | |  |
| Employee’s Signature: | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised by RST** | | | |
| RST Name |  | Date Authorised |  |
| RST Authorisation Stamp |  | Sum Due | £ |