

# **STR18/V1 Application for free travel on Irish Railways**

Staff Travel, 1<sup>st</sup> Floor 14 Pier Walk, North Greenwich, London SE10 0ES

If you have a Staff Travel Card (for free travel on National Rail services), you are eligible for a limited number of free journeys on Irish Railways. Information on Staff Travel Cards is available on <https://tfl.gov.uk/pensions/your-pension/staff-travel>

## **How to apply**

You must complete Parts 1 and 2 of the application form. Note that it won't be processed if any information is missing or completed incorrectly.

Tickets can be valid for a maximum of 1 month from the date of the outward journey.

Once you've signed the form, send it to Staff Travel at the above address.

The form must be received by Staff Travel 6 weeks before your intended travel date.

The conditions of use for Staff Travel Cards apply.

If you have any queries please contact Staff Travel on 0800 0155 073

## **Privacy notice**

TfL, its subsidiaries and service providers, will use your personal information for the purposes of customer services and administration, the provision of travel related information, customer research and fraud prevention, and Irish Railways may use your personal information for the same purposes. Your personal information will be properly safeguarded and processed in accordance with the requirements of privacy and data protection legislation.

In certain circumstances, TfL or Irish Railways may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention or detection of crime.

**Part 1: Retired Employee details** (please complete in **black/blue** ink using **BLOCK CAPITALS**)

Mr/Mrs/Ms/Miss First name \_\_\_\_\_ Surname \_\_\_\_\_  
*Please delete*

Retired Employee number 

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 Grade \_\_\_\_\_

**Part 2: Travel details** (please complete all sections)

Station from: \_\_\_\_\_ Station to: \_\_\_\_\_

Dates of travel\* outward: \_\_\_\_\_ Return: \_\_\_\_\_

*\*Tickets can be valid for a maximum of 1 month from the date of the outward journey*

Name of person(s) travelling	Staff Travel Card number (as shown on each card)										
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Date ticket required by \_\_\_\_\_

**Declaration:** I confirm that the above information is correct.

I understand that:

- the tickets issued are for one return journey between the Irish Railway stations stated
- once issued, these tickets cannot be altered in any way and can only be exchanged in exceptional circumstances; the unused ticket must be returned to Staff Travel with a written explanation of the reasons (documentary proof may be required)

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 3: Application processed by: (Staff Travel use only)**

Name: \_\_\_\_\_ Sent to: EIC / Northern Irish Railways

Date sent: \_\_\_\_\_

Eligibility checked and journey details entered on intrinsic by:

Name (please print) \_\_\_\_\_ (signed): \_\_\_\_\_

**Part 4: Despatch details** (to be completed on despatch of ticket to employee).

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_