

BOO – Airgeadas agus Pearsanra Riaracháin  
An Roinn Oideachais & Scileanna  
Cor na Madadh  
Baile Átha Luain  
Co. na hIarmhí



ETB Financial & Administrative Personnel  
Department of Education & Skills  
Cornamaddy  
Athlone  
Co. Westmeath

Circular Letter 0057/2015

## **To the Chief Executive of each Education Training Board**

### **Travel Pass Scheme (Taxsaver Commuter Scheme)**

#### **1 Introduction**

The Minister for Education and Skills wishes to draw the attention of Education Training Board Committees to the Travel Pass Scheme (Taxsaver Commuter Scheme).

Legislation was introduced in the Finance Act 1999 which allows an employer to incur the expense of providing an employee with an annual bus/rail pass, without the employee being liable for benefit-in-kind taxation. The Revenue Commissioners have agreed that the benefit-in-kind tax exemption will apply in the context of salary sacrifice, that is, where an employee agreed to forego or sacrifice part of his/her salary in lieu of the provision of the travel pass by the employer. The employee will not pay tax, PRSI, income levy or pension related deduction on the remuneration sacrificed.

For the purpose of the Travel Pass Scheme, any reference to employer in this circular can be taken as a direct reference to the Education Training Board, as paymaster. Any reference to employee relates to the individual teacher, special needs assistant, clerical officer, caretaker or child care worker paid on payrolls operated by the Education Training Board as paymaster.

#### **2. Commencement of the scheme**

The scheme will become operational on 1 January each year.

#### **3. Availability to employees**

The scheme should be made available to all ETB employees who are employed in a permanent, contract of indefinite duration, fixed term, or regular part time capacity at the date of application. The employment must be capable of lasting until the salary sacrifice has been recouped. It is not possible for casual or non casual employees to avail of the scheme.

#### **4 Revenue requirements of the scheme**

Salary sacrifice by an employee in lieu of the provision of a travel pass by an employer will be acceptable to the Office of Revenue Commissioners as being effective for tax purposes under the following conditions:

- There must be a bona fide and enforceable alteration to the terms and conditions of employment, i.e. exercising a choice of benefit instead of salary;
- The alteration must not be retrospective and must be evidenced in writing;
- There must be no entitlement to exchange the benefit for cash;

- The choice exercised (benefit instead of cash) cannot be made more frequently than once a year, and then only with the consent of the employer.
- The choice exercised must be irrevocable for the relevant year for which it is made.

The salary sacrifice will have no impact on pension contributions or on pension benefits.

## **5 Benefits for employee and employer**

Because the non-taxable benefit replaces the salary foregone, an employee will not be liable to tax, PRSI, income levy or pension related deduction on the cost of the travel pass provided by an employer. The scheme underpins Government policy on the wider use of public transport.

## **6 Application for a Travel Pass**

Employees wishing to avail of an annual travel pass should complete an application form, sign an authorisation form and familiarise themselves with the conditions governing the scheme.

Sample forms (including annual ticket options at August 2015) and the scheme conditions are included in the appendices to this circular.

It is a matter for ETB employees to be aware of the annual ticket options being offered by transport providers. Details of those offered by the main providers are available at [www.taxsaver.ie](http://www.taxsaver.ie) or otherwise from the providers themselves.

On receipt of completed application and authorisation forms, the ETB will place an order with the relevant transport provider for the issue of a pass for the employee who opted to take up the scheme. The ETB will then issue the pass to the employee.

An ID card for the relevant transport company must be obtained in order to participate in the scheme. Details of ID requirements can be found at [www.taxsaver.ie](http://www.taxsaver.ie)

## **7 Closing date for receipt of applications**

Closing dates for the receipt of applications are a matter for each ETB, as the employer.

## **8 Dissemination of Information**

ETBs are requested to bring the contents of this circular to the attention of all employees in their schemes. The circular can be accessed on the Department of Education and Skills web page: [www.education.ie](http://www.education.ie).

## **9 Further Information**

Further information on the Travel Pass Scheme can be obtained at: [www.taxsaver.ie](http://www.taxsaver.ie).

An employee who otherwise has queries regarding the operation of this scheme should address them to his/her ETB.

Hubert Loftus  
Principal Officer.  
October 2015

**Appendix 1**

**Travel Pass Scheme  
Sample Application Form**

**To:** Chief Executive  
Education and Training Board

**Employee Personnel Details**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**The travel pass is issued by registered post and the address supplied should be the address where the applicant will be, in order to accept delivery. A school address should not be used for this purpose.**

**Phone No.: (Mobile)** \_\_\_\_\_ **Phone No.: (Work)** \_\_\_\_\_

**School Roll No (if applicable):** \_\_\_\_\_

**PPS No.: (as on payslip)**

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**Payroll No.: (as on payslip)**

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## Annual Ticket Choice

Prices below are as quoted from the service providers on August 2015

Please indicate your choice by ticking the relevant box provided.

**A. Annual Dublin Bus Travel wide** €1,320   
Valid on all Dublin Bus scheduled services including Nitelink, Xpresso and Airlink (Tours, Special Events and Private Contract services excluded).

**B. Annual Commuter Rail & DART** €1,420   
Unlimited travel on all Dublin Commuter Rail and DART services Between Balbriggan, Kilcoole, Hazelhatch, and Maynooth

**C. Annual Short Hop Commuter Rail, Dart & Dublin Bus** €1,710   
Valid on all Dublin Bus scheduled services, including Nitelink, Xpresso and Airlink (Tours, Special Events, and Private Contract services excluded).  
and on all Commuter Rail and DART services between Balbriggan, Kilcoole, Hazelhatch, and Maynooth

**D. Annual Dublin Bus & Luas** €1,550   
Valid on all Dublin Bus scheduled services, including Nitelink, Xpresso and Airlink (Tours, Special Events and Private Contract services excluded) and on all Luas Services

**E. Annual Commuter Rail, DART & Luas** €1,710   
Valid on Dublin Commuter Rail Services and DART Services between Balbriggan, Kilcoole, Hazelhatch & Maynooth and on both Red and Green Luas lines.

**F. Annual Commuter Rail, DART, Dublin Bus & Luas** €2,080   
Valid on all Dublin Commuter Rail and Dart Services, Dublin Bus scheduled services including Nitelink, Xpresso and Airlink (Tours, Special Events and Private Contract services excluded) between Balbriggan, Maynooth, Kilcoole and Hazelhatch, and both the Red and Green Luas lines.

**G. Iarnród Éireann Rail Point-to Point Annual Ticket**

From: \_\_\_\_\_ To: \_\_\_\_\_ Amount: \_\_\_\_\_

(Please specify stations - Price will depend on the point to point travel involved)

An extra €385 applies to include Luas & Bus 90/145 from Heuston Station to Connolly Station.  
Is this required? **Yes/No** Amount: \_\_\_\_\_ **Total:** \_\_\_\_\_

**H. Bus Éireann Cork Red Zone** €863.50   
Bus Éireann Cork Red Zone

**I. Bus Éireann Cork Green Zone** €1,072.50   
Bus Éireann Cork Green Zone

**J. Bus Éireann Galway Red Zone** €764.50   
Bus Éireann Galway City

**K. Bus Éireann Limerick City** **€764.50**   
Valid on all Limerick City bus services

**L. Bus Éireann Waterford City** **€687.50**   
Valid on all Waterford City services

**M. Bus Éireann Point to Point Annual Ticket**

From: \_\_\_\_\_ To: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Please specify locations - Price will depend on the point to point travel involved)

**N. Luas Green Line Central 1-3** **€850**   
Luas Green Line Central 1-3

**O. Luas Red Line 3-Central 1** **€850**   
Luas Red Line 3 – Central 1

**P. Luas Red 2 - Docklands** **€850**   
Luas Red 2- Docklands

**Q. Luas Red 4 to Red 2** **€850**   
Luas Red 4 to Red 2

**R. Luas All Zones** **€910**   
Luas all Zones

**S. Other Annual Pass issued by an Approved Transport Provider**

Name of approved transport provider: € \_\_\_\_\_

\_\_\_\_\_

**From Location:** \_\_\_\_\_

**To location:** \_\_\_\_\_  
(Please specify location – price will depend on the locations)

Refer to <http://www.taxsaver.ie/> and <http://www.luas.ie/tax-saver-ticket-prices.html> for further information.

**Appendix 2**

**Travel Pass Scheme  
Sample Authorisation Form**

In respect of option \_\_\_\_\_ above, I wish to sacrifice or forego the charge in respect of the cost of the above option from my annual salary in lieu of the provision of this annual travel pass from < insert name of ETB>. I realise that this arrangement will operate for a period of one year and that the salary sacrifice will be reflected in my pay slips over that period. I hereby undertake that in the event of my resigning, taking a career break or not being in a position to have a full 12 months' deductions withheld from my salary that I agree to reimburse <name of ETB> the full difference between the cost of my travel pass and the amount of deductions already made.

**I have read and I agree to the conditions overleaf.**

**NAME**

\_\_\_\_\_ **BLOCK CAPITALS PLEASE**

**PPS No.: (as on payslip)**

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**Signed:** \_\_\_\_\_

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

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**Official Use Only**

**Ticket No. Issued:** \_\_\_\_\_

**Travel Pass ID Number:** \_\_\_\_\_

**Data Protection**

The Education Training Board will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Education Training Board Committee's registration with the Data Protection Commissioner - REF 10764/A

If the information you have provided is to be used for purposes other than outlined in the Education Training Board Committee's registration with the DPC your permission will be sought.

## Appendix 3

### Travel Pass Scheme: Conditions

1. The applicant must be employed in a permanent, contract of indefinite duration, fixed term, or regular part time capacity at the date of application. The employment must be capable of lasting until the salary sacrifice has been recouped. It is not possible for casual or non casual employees to avail of the scheme.
2. The employee must sacrifice or forego part of his/her annual basic salary in lieu of the provision of the annual travel pass by the ETB. This arrangement will operate for a period of one year and the salary sacrifice will be reflected in his/her pay slips over that period.
3. In the event of an employee changing school/office (but still being paid directly by the ETB) the travel pass will transfer with the employee. In doing so, there will be no change to the terms and conditions of the scheme. However, if an employee avails of unpaid leave of absence, or ceases employment prior to the expiration of the one year period of participation in the Travel Pass Scheme, he/she must surrender his/her annual pass. The ETB will then seek a refund from the transport provider for the unused part of the travel pass (a refund for a travel pass issued under the scheme will only be made to the ETB).

Please note, it is not always possible to obtain this refund from the transport provider, and in such cases the employee will have to bear the full annual cost of the ticket. If this should occur, it will then be necessary for the ETB to recover the balance due from the employee.

4. It is a condition of the Revenue Commissioners that the scheme operates on the basis of an annual option. Accordingly, an employee will not be able to cancel his or her participation in the scheme prior to the expiry of the one-year period.
5. The ETB will accept no liability or responsibility in the case of lost or unused travel passes or in the case of any injury which the employee may incur while using the travel pass.
6. An employee's lost travel pass may be replaced at a cost to him/her, per month remaining until the end of the year. This cost is determined by the transport provider.
7. The ETB accepts no responsibility for misuse of travel passes by employees and asserts that each travel pass issued by virtue of this scheme is strictly non-transferable.
8. The scheme applies only to annual bus and rail passes issued by Iarnród Éireann, Bus Éireann, Dublin Bus, Veolia and other approved transport providers. The Department of Transport will advise on approved transport providers.
9. The salary sacrifice will have no impact on pension contributions or on pension benefits, in accordance with the rules of the relevant superannuation scheme.
10. The salary sacrifice will have no impact on allowances normally calculated as a percentage of basic pay.
11. Employees who participate will be included in the scheme for one year. A new application will be required in respect of each subsequent year of participation.

12. The Revenue Commissioners' published article on the benefit-in-kind tax-exempt Travel Pass Scheme is available from the Department of Finance.
13. The travel pass is issued to the applicant by registered post and the address supplied on the application form should be the address where the applicant will be, in order to accept delivery. A school address should not be used for this purpose.