



Your Staff Nominee Oyster card - Conditions of Use

1. This Staff Nominee Oyster card is issued to the person whose name and photo appears on the accompanying Staff Nominee Photocard or PTAC, which must show the same pass number as the Staff Nominee Oyster card.
2. Your Staff Nominee Oyster card is only valid for use when accompanied by your Staff Nominee Photocard or PTAC. You must show both cards whenever asked to do so by authorised TfL staff.
If you do not have both cards you will not be authorised to travel and will have to buy a ticket or use pay as you go instead. These fares will not be refunded.

3. You can use your Staff Nominee Oyster card on the following:
 - **All TfL rail services:** operated by London Underground, Docklands Light Railway, London Overground, TfL Rail and Tramlink (except for any special services e.g. Steam Specials or Rail Tours)
 - **London's bus services** displaying the red or white roundel on the front and any other bus service where TfL fares apply (except for any special services)
 - **National Rail services** (standard class only) between the following stations:

Amersham - Marylebone	Stratford - Liverpool Street
Finsbury Park - Moorgate (via Drayton Park only)	Kentish Town - Elephant & Castle or London Bridge
Fenchurch Street - Upminster	Euston - Watford Junction

It is not valid on any other National Rail service.

Note that all travel services are subject to change at any time.

4. Your Staff Nominee Oyster card is a discretionary benefit and does not form part of the associated employee's contract of employment. Your Staff Nominee Oyster card and Photocard / PTAC must be returned immediately to Staff Travel if you cease to reside at the same address as the associated employee or if the employee ceases to be employed. Failure to do this could result in prosecution. Your Staff Nominee Oyster card and Photocard/PTAC remain the property of TfL and may be cancelled, suspended or withdrawn at any time TfL thinks fit. You must surrender it when it expires, is cancelled or if you are no longer eligible under any applicable terms of issue.

Your Staff Nominee Oyster card and accompanying Photocard/PTAC are not valid if they are altered or defaced in any way. If your Staff Oyster card does not work on the card readers or is damaged, you should report this immediately to your associated employee who will report it to their local HR Administrator or Staff Office and Staff Travel using the **Damaged Pass application form**.

5. If your Staff Nominee Oyster card and/or Photocard/PTAC is lost, stolen or withdrawn, you must report it immediately to your associated employee who will report it to their local HR Administrator or Staff Office and Staff Travel using the **Lost/Stolen/Withdrawn Pass application form**. If you don't report the loss within two weeks, the travel benefit may be withdrawn. You may be charged a fee if you lose your Staff Nominee Oyster card and/or Photocard/PTAC. This travel benefit may be withdrawn if you repeatedly lose your Staff Nominee Oyster card and/or Photocard or PTAC.

Staff Travel will issue replacement cards as soon as possible. A fee is generally payable. Note that any tickets you bought whilst waiting for your replacement Staff Nominee Oyster card and/or Photocard or PTAC will not be refunded.

6. Any improper use of your Staff Nominee Oyster card/Photocard/PTAC or any misconduct whilst travelling may result in your travel benefits being withdrawn and those involved may be prosecuted. Disciplinary action may be taken against the associated employee, which could result in dismissal. In addition you are subject to all rules, regulations and Conditions of Carriage made applicable by the operators of the services listed in condition 3. Further information is at tfl.gov.uk/terms

Please keep these Conditions of Use leaflet for future reference