

Guidance

G1908

Conditions of use – Privilege Ticket Authority Card

Applies to all of TfL

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Privilege Ticket Authority cards (PTACs) - Conditions of Use

1. You, as a TfL employee, are responsible for all PTACs issued to you, your partner or your dependant(s).
2. All PTACs issued to you, as a TfL employee, are discretionary benefits which do not form part of your contract of employment.
3. You must ensure that your partner and/or your dependant(s) are familiar with these Conditions of Use.
4. It is your responsibility to return all PTACs when they've expired, if they are cancelled or if you are no longer eligible.
5. PTACs can only be used by the person whose name and photo appears on it.
6. Any improper use of your PTAC, or PTACs issued to your partner and/or dependant(s), or any misconduct whilst travelling may result in your travel benefits being withdrawn. Disciplinary action may be taken and those involved may be prosecuted.
7. You may be charged a fee if you, your partner and/or dependant(s) lose your PTAC. This travel benefit may be withdrawn if you repeatedly lose your PTAC. Contact your HR team or Staff Office and fill in the appropriate form. Alternatively you can complete an eform in the Staff Travel section on the intranet.
8. Staff PTACs holders with Priv All Rail can apply for a season ticket to travel to and from work.
9. All PTACs remain the property of TfL and may be cancelled, suspended or withdrawn at any time. If withdrawn, or they cease to be available on particular services, no compensation will be paid.
10. PTAC holders must carry their PTAC and associated Oyster card or Oyster photocard at all times when travelling.
11. PTAC holders are subject to all rules, regulations and Conditions of Carriage applied by service operators.
12. Priv rate travel is subject to exclusions and restrictions. Visit the TfL Staff Travel pages for full details.
13. There are three types of PTAC:

Priv All Rail
• For TfL staff who joined before 1 April 1996 and their dependant children. • Holders get 75% discount on equivalent adult or child-rate pay as you go fares on Tube, DLR, London Overground, TfL Rail and National Rail services. • Staff PTAC holders can apply for season tickets to travel to and from work. • If you have a Staff Oyster card, you must ensure that the serial number on the reverse is printed on your PTAC. If it isn't please contact Staff Travel.