**Cycle Loan Scheme**

As a part of the Travel Plan the University will be launching a new Cycle-plus salary sacrifice loan scheme on Monday 28th July 2008. The cycle scheme that has previously been operated by Halfords, will now allow University staff to go to a greater selection of local cycle stores. The salary sacrifice scheme will also enable participants to make tax and national insurance savings of up to 30% from the cost of a bike and further details will be available on the scheme website when it is launched on Monday.

The participating stores are listed below:

Big Bill’s Bikes

Birkenhead Cycles

K Cycles Ltd

Quinn’s Bike Centre

Abbey Cycles

The Bike Shop/Bikes n Boards

Cyclehouse

Formby Cycles

Eureka Cycle Sports

Roy Davies Cycles

The Bike Factory

Picton Cycles

The first step towards acquiring a new bike is to visit one of the listed stores and find a bicycle that you like. To pick up your bike in August then you will need to apply for the Cycle-plus scheme during the first application window, so you may wish to start looking soon!

The scheme that is being operated in partnership with an external company called P&MM Limited, will be open initially from 28th July 2008 until 31st October 2008 with all applications being processed at the beginning of each month.

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|  | **Application Window Dates** | **Application Processing Dates** |
| **1st Application Window** | 28th July – 1st August 2008 | Week commencing 4th August 2008 |
| **2nd Application Window** | 2nd August – 31st August 2008 | Week commencing 1st Sept 2008 |
| **3rd Application Window** | 1st Sept – 30th Sept 2008 | Week commencing 29th Sept 2008 |
| **4th Application Window** | 1st October – 31st October | Week commencing 3rd November 2008 |

Details of how to register for the scheme will be made available on the intranet and through the announcements system next week. Alternatively you can contact the Travel Plan Officer directly at email: graham.pollard@liv.ac.uk tel. 0151 7941375

Members of staff who wish to register for the scheme must be aware that the Cycle-plus web portal is an external website and not one that is hosted by the University. The personal data required for the application process will be held by P&MM Limited.