



Tax Saver Commuter Ticket Scheme

Purpose:	Tax Saver Commuter Ticket Scheme is available to all staff. DkIT can purchase a commuter ticket on behalf of staff with the cost of the ticket deducted automatically from their gross salary (before tax), resulting in a financial saving on the cost of your travel expense.
Circulation:	This document is available for all staff and will be published on the Institute's website.
Policy Author:	Vice President for Finance & Corporate Affairs
Policy Owner:	Vice President for Finance & Corporate Affairs
Approval Date:	Executive Board: 30 April 2025
Review Date:	As required

Table of Contents:

Reference	Details	Page
1	Purpose and scope	3
2	How do I apply for a travel pass?	3
3	Application Procedure & Terms & conditions	3
5	Appendix - 1 Application Form	4

Purpose and scope

The scheme enables DkIT to purchase a commuter ticket on behalf of staff, with the cost of the ticket deducted automatically from your gross salary (before tax) resulting in a financial saving on the cost of your travel expense.

How do I apply for a travel pass?

Staff can select from annual or monthly TaxSaver commuter ticket options from the following:

- Dublin Bus
- Bus Éireann
- Luas
- Irish Rail
- Dart
- Approved transport providers eg: Matthews Coaches*

*You must have a personalised Leap Card to apply www.leapcard.ie

You also need to complete a separate application form on the Matthews Coaches website.

[Matthews Coach Hire - Taking You There!](#)

Application Procedures and Terms & Conditions

- Staff must complete an application form and send it with a digital picture to vpfca@dkit.ie
- DkIT will purchase the travel pass on your behalf and your salary will be deducted based on the duration of the ticket.
- If you leave your DkIT position before your agreement expires, the outstanding balance will be deducted from your final salary.
- DkIT accepts no liability or responsibility for lost travel passes. To replace lost travel passes, visit the Tax saver website.
- For more information please go to [Home - www.taxsaver.ie](http://www.taxsaver.ie)
- The scheme is open to all permanent/fixed term staff of DkIT or specified purpose temporary contract basis.

Appendix 1



Tax Saver Commuter Ticket Scheme

Staff Name	
Department	
Staff Number	
Supplier Details	
Total Cost	
Ticket Type	<ul style="list-style-type: none">• Annual• Monthly• Other _____
Transport Provider	<ul style="list-style-type: none">• Dublin Bus• Bus Éireann• Luas• Irish Rail• Matthews Coaches• Other _____

I, _____ confirm that I agree to the deductions from my salary and the terms and conditions of the scheme.

Signed: _____

Date: _____