

Step by Step Guide:

A dark blue rounded rectangle containing a form titled 'Season Ticket Portal'. The form has four input fields: 'Traveller First name:' with a small 'Required' icon below it, 'Traveller Last name:', 'Payroll ID Number:', and 'Employee ID Number:'. At the bottom is a teal button labeled 'Buy Season Ticket' with a red arrow pointing to it from the right.

Season Ticket Portal

Traveller First name:

✖ Required

Traveller Last name:

Payroll ID Number:

Employee ID Number:

[Buy Season Ticket](#)

Complete the following fields to buy a Season Ticket. You can find both your Payroll and Employee ID in Workday. Please note, depending on your tenure, your Payroll ID and Employee ID may be the same.

Payroll ID: Go to Workday > click your profile picture (top right) > click View Profile > select the Personal tab > click IDs > scroll to Other IDs and use the ADP File Number. If you do not have an ADP File Number in your profile, your Payroll ID will be the same as your Employee ID.

Employee ID: Go to Workday > click your profile picture (top right) > click View Profile and use the number found in parentheses beside your name (e.g. Sam Jones (12345)).

Click 'Buy Season Ticket' when you are done.

Buy Season Ticket

Please search for your journey

Travel Area

Depart From

Going To

Starting From

Ending On

Is this a
Renewal?



Yes



No

 FIND TICKETS



Outside London Travelcard

If your journey starts outside of the London travel zone area but finishes within London then you can 'combine' travel by train from your departure station with a Travelcard giving travel on trains, buses, underground and trams in the zones you select.

London is separated into nine different travel zones and you will need to select the zones you wish to travel in. As well as using your Travelcard to travel to and from work, you can also use it for other travel, as long as it is within the zones your travelcard is valid for.

Click here to see a [London travel zone map](#).

Simply enter your departure station and the zones you wish to travel in.



Complete the required fields. Please note that exclusive travel for the London Zones (the underground) is not permitted.

Click 'Find Tickets' once complete.

We found 2 journeys

Reading



London Travelcard Zones 1-6

Travel is allowed via any permitted route.

WEEKLY		1 MONTH		ANNUAL	
Std	1st	Std	1st	Std	1st
£162.10	£283.20	£608.30	£1,046.10	£6,336	£10,896

Std	1st	Std	1st	Std	1st
£162.10	£283.20	£608.30	£1,046.10	£6,336	£10,896

Reading or Reading West



London Travelcard Zones 1-6

Travel is allowed via any permitted route.

☐ How to get Season Ticket



Paper Ticket By Post



Plus Bus Season Tickets Available



Reading+Bus Valid from Fri 5 May 2023 to Sat 4 May 2024 **£605.00**



Do you have any National Rail Travel Vouchers? [Click here to enter](#)

Trainline will show the available journeys for you. Select the journey that best suits your needs and please ensure you select an Annual Ticket.

**Please do not select First Class Tickets.*

STEP 2 OF 4. Enter your details

Enter your details or sign in



First time? Enter your details

Title

First Name*

Last Name*

Email*

Password*

Photocard*

Photocard Number

✖ Minimum length required: 4



Back again? Sign in

Email

Password

 **SIGN IN SECURELY NOW**

[Forgotten?](#)

☐ Please complete 

Please fill in the required fields. If you do not have a photocard you will need to get one. For this, please go to any over ground station with a passport size photograph and ask for a photo card.

STEP 3 OF 4. Choose your delivery options

Enter your delivery address and choose a delivery service



Enter delivery address

Title*	Mr
First Name*	Adedayo
Last Name*	Koledoye
Address Book	Canada Square
Company	Fisher Investments Europe Ltd
Address 1*	Level 18
Address 2	1 Canada Square
Town/City*	LONDON
County	
Postcode*	E14 5AX



Please choose a service

- ☒ Royal Mail Special Delivery £6.00
Guaranteed Next Day by 1pm
- ☐ Shared Royal Mail Special Delivery £6.00

☒ Scroll to next step 

Please fill in the required fields. Use the drop down menu to select our office so that your travel card can be delivered straight to the office

STEP 4 OF 4. Payment details

Your Payment details will be as follows:

Season Ticket Cost	£6,336.00
Delivery Charge	£6.00
Total Cost	£6,342.00

☒ Scroll to next step ↗

Order Summary

You have chosen **Reading or Reading West to London Travelcard Zones 1-6**
Travel is allowed via any permitted route.

Starting on **Fri 5 May 2023** and ending on **Sat 4 May 2024**

Your Ticket will be delivered by **Royal Mail Special Delivery** once your employer has authorised your order.

By clicking the "Place Order Securely Now" button you agree to the Website [terms and conditions](#), [National Rail Conditions of Carriage](#) and any ticket restrictions.

 **PLACE ORDER SECURELY NOW**

Review your order and then click 'Place order securely now'. This will go to FIE Benefits for approval and you will receive a confirmation once approved.

If you notice any mistakes, please contact FIE Benefits at ~Benefits Services as soon as possible for order cancellation. Orders that have been approved by FIE Benefits may incur a fee from Trainline depending on the cost of the ticket and how the original processing date.