

APPLICATION FOR REFUND OF RESETTLEMENT ALLOWANCES AND ENTITLEMENTS

This form should be used by Service Leavers (SL) wishing to reclaim GRT, Travel Warrants, IRTC Grant and / or Personal Contribution lost due to unforeseen circumstances. Complete in BLOCK capitals.

PART 1 – SERVICE LEAVER’S (SL) PERSONAL DETAILS				
Surname & Initials:	Rank:	Service:		
Service Number:	Contact telephone number	RN RM Army RAF		
Email:		<div style="border: 1px solid black; display: inline-block; padding: 5px;">UIN:</div>		
Unit Address:				
Post Code:				
PART 2 – RESETTLEMENT ACTIVITY DETAILS				
a. Resettlement Activity Description.				
b. Location of Resettlement Activity. (Postal Town)				
c. Provider of Resettlement Activity.				
d. Dates of Resettlement Activity.	From: To:			
e. Service Resettlement Advisor approval date (from MOD F 1711).				
f. Indicate below the value of the approved allowance or entitlement for reimbursement:				
A	B	C	D	E
GRT (days)	Travel Warrants (number)	IRTC Grant (£)	Personal Contribution (£)	Total Cost claimed (C+D). (£)
PART 3 – REFUND JUSTIFICATION (place a tick in the relevant box below)				
Compassionate / Welfare related.	<input type="checkbox"/>	Operational commitment.	<input type="checkbox"/>	Withdrawal of time by the unit.
Other.				
<input type="checkbox"/>				
State clearly why you were unable to attend the resettlement activity. (Continue on a separate sheet if required and attach any supporting evidence as appropriate)				
I confirm I have cancelled the training course and the costs detailed above cannot be reimbursed by the training provider.				
I request: (enter X for those that apply).				
Refund of GRT.	<input type="checkbox"/>	Reinstatement of Travel Warrants.	<input type="checkbox"/>	Reinstatement of IRTC Grant.
<input type="checkbox"/>		<input type="checkbox"/>		Refund of Personal Contribution.
<input type="checkbox"/>				<input type="checkbox"/>
Signature: (SERVICE LEAVER)			Date:	

OFFICIAL SENSITIVE PERSONAL (when complete)

PART 4 – LINE MANAGER RECOMMENDATION

I confirm that the above mentioned Service Leaver was unable to attend the resettlement activity for the reasons outlined and support/partly support/do not support (delete as appropriate) the request for refund of allowances.

If request is only part supported or not supported state reasons: (continue on a separate sheet if required).

I recommend:
(enter X for those that apply).

Refund of GRT. Reinstatement of Travel Warrants. Reinstatement of IRTC Grant. Refund of Personal Contribution.

Signature:
(LINE MANAGER)

Name (Print):

Unit:

Date:

PART 5 – SRA (2nd LINE) ENDORSEMENT

I endorse the:
(enter X for those that apply).

Refund of GRT. Reinstatement of Travel Warrants. Reinstatement of IRTC Grant. Refund of Personal Contribution.

An individual training contribution of GBP: remains for payment at the Commanding Officer's discretion.

Signature:
(SERVICE RESETTLEMENT ADVISER)

Name (Print):

Date:

SRA Stamp:

PART 6 - CO's APPROVAL

(To be completed only where approval for refund of personal contribution is required.)

I authorise / do not authorise the refund of individual contribution for the following reasons (Continue on a separate sheet if necessary):

Signed:
(COMMANDING OFFICER)

Name:

Rank:

Date:

MOD FORM 2245. NOTES FOR THE SERVICE LEAVER

Parts 1 – 3 are to be completed by the Service Leaver.

Part 4 is to be completed by the SL's Line Manager.

Part 5 is to be completed by the SRA.

Part 6 is to be completed by the SL's CO where a personal contribution is claimed back.

Part 1

- Complete all boxes and ensure up-to-date contact details and unit UIN are provided.

Part 2

- Complete fully all entries in Part 2.
- The SRA approval date at para 'e' is the date that the Service Resettlement Advisor approved the activity. The date can be found on the SL's MOD Form 1711 (held by the RIS or on JPA).
- Complete para 'f' in full with the number of GRT days to be claimed back, the number of Travel Warrants and any costs whether they be from the Individual Resettlement Training Grant or a personal contribution. The total cost claimed should represent the total cost of the activity that the SL wishes to claim back.
- Where SLC/ELC has been used, any refund/reinstatement should be dealt with under existing single Service arrangements.

Part 3

- Identify clearly why allowances are being claimed back.
- Tick the relevant box and provide a detailed justification of why the activity could not be undertaken. This can continue on a separate sheet if necessary. The statement should be clear and should contain supporting documentation where appropriate, including copies of correspondence and any posting/assignment orders they may have received.
- Identify clearly what is being claimed back in the boxes at the end of Part 3 and then sign and date the form.
- Note, the requirement to cancel any training course and that any financial outlay could not be recovered from the training provider if appropriate.
- Pass the completed form to the Line Manager (with the supporting documentation as appropriate).

Part 4

- On receipt of the form the Line Manager is to confirm the details of Parts 1 – 3 and will **support**, **part-support** or **not support** the application based on his knowledge of the SL's circumstances and on the case presented at Part 3.
- Where the request is not fully supported, the Line Manager is to articulate why and provide a case (continuing on a separate sheet if necessary).
- The LM is then to note what refund/reinstatement is recommended and forward the form to the SRA.

OFFICIAL SENSITIVE PERSONAL (when complete)

Part 5

- The SRA is to endorse the refund/reinstatement as appropriate. Refund / reinstatement will be under single Service arrangements.
- Where a case has been made for the refund of a personal contribution, the form is to be passed to the SL's CO for Part 6 completion and approval.
- Where there is no requirement to complete Part 6, the form should be retained by the single Services as a quality record.

Part 6

- The SL's CO is to authorise or not authorise the refund of personal contribution as appropriate with a supporting explanation.
- Refunds will be made under existing single Service arrangements.
- Once completed, the form should be retained by the single Services as a quality record.