

MOD FORM 2245 – 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				
Rank:	Surname & Initials:		Service:	
Service Number:	Contact telephone number		RN RM Army RAF	
Email:				
Unit Address:				
<div style="float: right; border: 1px solid black; padding: 2px;">UIN:</div>				
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. <input type="checkbox"/>	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.		Reinstatement of Travel Warrants.		Reinstatement of IRTC Grant.
				Refund of Personal Contribution.
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. <input type="checkbox"/>	Reinstatement of Travel Warrants. <input type="checkbox"/>	Reinstatement of IRTC Grant. <input type="checkbox"/>	Refund of Personal Contribution. <input type="checkbox"/>
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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. <input type="checkbox"/>	Reinstatement of Travel Warrants. <input type="checkbox"/>	Reinstatement of IRTC Grant. <input type="checkbox"/>	Refund of Personal Contribution. <input type="checkbox"/>
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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: