

## 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: RN/RM <span style="float: right;">Army</span>  RAF		
Service Number:	Contact telephone number			
	Email:			
Unit Address:				
				UIN:
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: (tick those that apply).				
Refund of GRT		Reinstatement of Travel Warrants		Reinstatement of IRTC Grant
				Refund of Personal Contribution
Signature: (SERVICE LEAVER) <span style="float: right;">Date:</span>				

**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: (tick 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: (tick 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:**