

GET YOU HOME (BELGIUM COMMUTING ALLOWANCE) – GYH(BCA)

SHAPE



Belgium Commuting Allowance – [2021DIN01-122](#) (MODNet link)

As part of a review of Get You Home (GYH) travel allowances a pilot Commuting Allowance will commence from 01 December 2021 running for a 2-year period until 31 December 2023. A second pilot, Get You Home (Travel to Europe) (GYH(TtE)) will target those Service Personnel (SP) in the UK who wish to commute to a Qualifying residence in Europe.

GYH(BCA) is designed to offer greater choice to Service Personnel (SP) by offering a contribution to the cost of travel for those serving in Belgium but who wish to regularly return to a qualifying residence in the UK or one of the 31 listed EU/EFTA countries.

ELIGIBILITY

The pilot is available for all Single and unaccompanied personnel assigned to Belgium who regularly travel to a Qualifying Residence (QRes) or Privately Maintained Property (PMP) located either in the UK or one of the 31 countries in Appdx 1, to Annex A to the DIN.

OPT IN

Interested SP must Opt In to the pilot scheme either on Assignment to Belgium or within 3 months of the launch of GYH(BCA) on 01 December 2021 using Appendix 3 to the DIN into the SHAPE NSE mailbox GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk

ENTITLEMENT

Once accepted into the pilot SP's will be entitled to:

- A contribution towards 2 x return journeys per month to a QRes.
- Travel is to be booked privately and reclaimed on JPA.
- Entitlement will cease on last day of duty in Belgium or the end of the pilot whichever is sooner.
- Entitlement will cease if their personal status changes such that the SP becomes accompanied, divorced or no longer maintains a PMP.
- Entitlement to BCA will continue in cases of consecutive qualifying assignments in Belgium.

IMPACT ON ALLOWANCES

SP's who are considering Opting In to the GYH(BCA) should be aware that once the entitlement is confirmed it will have the following impact on other allowances:

- **LSA** - SPs in receipt of LSA due to their VOLSEP or INVOLSEP status will forfeit their entitlement to LSA.
- **CEA** – SPs opting into GYH(BCA) will NOT be eligible to claim CEA.
- **Reverse Travel** – SP's may not transfer their GYH(BCA) to other family members for them to visit the SP in the overseas location.
- **GYH (O)** – SPs opting into GYH(BCA) will forfeit their entitlement to GYH (O) travel.
- **Respite Provision** – SP's opting into GYH(BCA) will continue to be eligible for their Respite Provision days.
- **LOA** – there will be no effect on LOA whether SPs opt in or out of the GYH (BCA).

TRAVEL ARRANGEMENTS

- SPs who opt into GYH(BCA) will be required to book and pay for their own travel.
- Applications for a GYH (BCA) journey warrant are to be made on JPA in advance of travel.
- Claims are to be made on JPA self-service expenses for the following:
 - MMA at UK rate for terminal travel between RWA and embarkation point (ferry, tunnel, airport) and from the disembarkation point to the QRes address.
 - Where travel is made by rail, bus/coach or taxi (or a combination) can claim actuals up to the notional MMA between RWA and embarkation point (ferry, tunnel, airport) and from the disembarkation point to the QRes address.
 - Actual cost of Tunnel, ferry, flight up to the maximum cap rate of the MOD Flight Allowance between Belgium and the UK (regardless of the country visited).
- **Advances of pay are not permissible for GYH(BCA) journeys.**
- **Claims must be submitted before the end of the month in which the journey took place and no longer than 14 days after travel.**
- **SPs are to retain evidence of their travel expenditure to substantiate their claims. Evidence is to be retained for a minimum of 24 months from submission.**

CANCELLED JOURNEYS

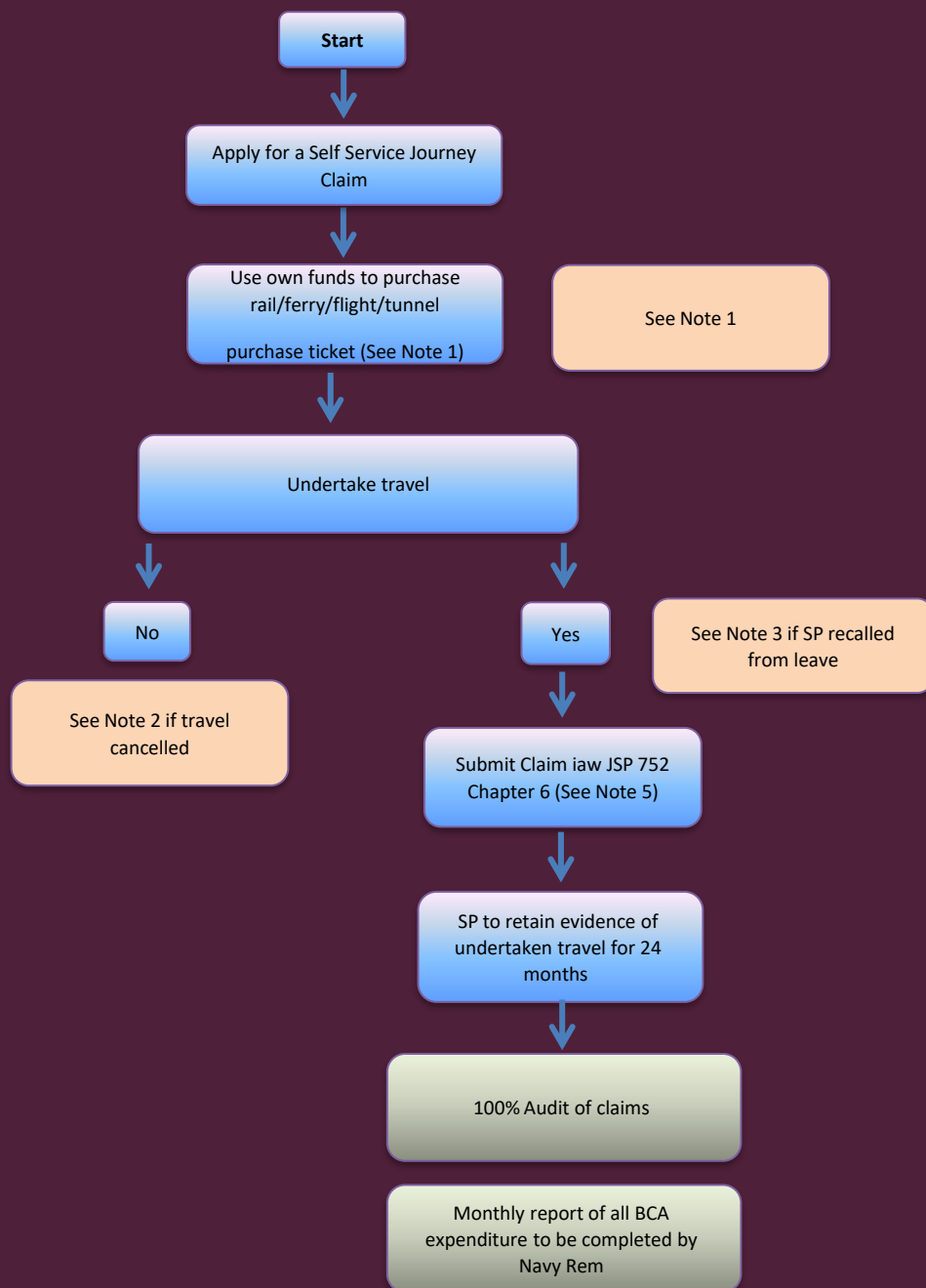
SPs are strongly advised to purchase suitable travel insurance with cancellation cover (including insurance that covers changes to COVID related Government travel policy). If a GYH(BCA) journey is unable to be undertaken due to changes in Government travel policy SP are to claim against their insurance policy or carrier, SP will **not** be able to claim for a refund from MOD.

Where however, the GYH(BCA) journey is cancelled for 'unforeseen and unavoidable Service reasons', a claim for a refund of Nugatory Holiday Expenditure (NHE) might be available. Discussion with the NSE prior to submitting any claim for NHE is advisable.

RECALL FROM LEAVE

if recalled from leave for 'compelling and unforeseen' reasons, SP are to immediately notify the EJSU travel cell who are to arrange Duty Travel for the return to Belgium, and, where appropriate, travel to resume leave. SP may reclaim a refund of reasonable and necessary extra expenses incurred in complying with orders for recall. b

ASSURANCE PROCESS



Notes:

1. SP are strongly advised to purchase suitable holiday insurance with **cancellation cover** iaw Para 17.0611 and para 24 above.
2. If **cancellation** is for 'unforeseen and unavoidable Service reasons' (iaw Para 17.0604) SP should consider submitting claim for refund of Nugatory Holiday Expenditure (NHE) iaw Chap 17 Section 6. Note: SP are to seek refund from airline/travel insurance for BCA return journey and any relevant associated costs, and SP are to keep evidence of reasonable steps taken to obtain this refund.
3. If **recalled from leave** for 'compelling and unforeseen' reasons SP are to immediately notify Unit HR who are to arrange Duty Travel for SP to return to Duty and, where appropriate, travel to resume leave (iaw Para 06.0722). SP may reclaim a refund of reasonable and necessary extra expenses incurred in complying with orders for recall. Where a return to the leave address is not authorised, a NHE claim may be admissible (iaw Chapter 17 Section 6).