





# Living Away From Home Benefit Application Form

- + You can claim reimbursement of expenses incurred from living away from your usual place of residence for work related purposes.
- + You must maintain a home in Australia that is readily available for your use
- + You can only claim expenses for the first 12 month period at a particular work location

## Get in Touch

### We'd love to hear from you

If you have a question about this form, or any of your Salary Packaging Employee Benefits:

-  1300 40 25 23
-  [nswhealth@salarypackagingplus.com.au](mailto:nswhealth@salarypackagingplus.com.au)
-  [www.salarypackagingplus.com.au](http://www.salarypackagingplus.com.au)
-  PO Box 7066,  
Melbourne VIC 3004

## Section A - Employee details

Please complete all applicable fields. Please ensure to provide a home contact in case your circumstances change.

Employee name	<input type="text"/>		
Employer	<input type="text"/>	Payroll ID	<input type="text"/>
Email	<input type="text"/>	Mobile number	<input type="text"/>

## Section B - Declaration of maintaining an Australian home

I ..... (name of the employee) declare that the address I usually reside at in Australia is

Home address of employee	<input type="text" value="street address"/>		
	<input type="text" value="suburb"/>	<input type="text" value="state"/>	<input type="text" value="postcode"/>

Either myself or my spouse have an ownership interest in the unit of accommodation located at the address stated above. This residence continues to be available at any time for my immediate use and enjoyment during the period that the duties of my employment require me to live away from it and it is where I expect to resume living when that period ends; and

from	<input type="text" value="DD/MM/YYYY"/>	to	<input type="text" value="DD/MM/YYYY"/>
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when the duties of my employment required me to live away from where I usually reside when in Australia, I actually resided at the following addresses

Temporary address of employee	<input type="text" value="street address"/>		
	<input type="text" value="suburb"/>	<input type="text" value="state"/>	<input type="text" value="postcode"/>

Signed	<input type="text"/>	Date	<input type="text"/>
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