

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 402 523
- nswhealth@salarypackagingplus.com.au
- 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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Section C - Expenses Declaration

- + You must retain documentary evidence of these expenses for a period of five years starting from the declaration date.
- + Examples of substantiation include a rental agreement and invoices/receipts in relation to expenses.

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

Home address of employee

street address

suburb state postcode

from DD/MM/YYYY to DD/MM/YYYY

I have incurred the following expenses for which a living-away-from-home allowance fringe benefit has been provided

Accommodation claims

(including accommodation expenditure for all eligible family members living with me during the above period.)

Name of accommodation and address	Date of Receipt	Amount	Evidence Attached
Eg: Tax invoice from accommodation		\$70.85	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
The total amount of accommodation expenses for which I can substantiate with documentary evidence is:		\$	

Food and/or drink claims

(including food or drink expenditure for all eligible family members living with me during the above period).

Item	Date of Receipt	Amount	Evidence Attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>

I have incurred expenses which exceed the amount that the Commissioner of Taxation considers reasonable for food and drink expenses for the above period. The total amount of my food or drink expenses which I can substantiate with documentary evidence is \$ _____

I have read and agree to the Privacy Policy which can be found at <http://www.salarypackagingplus.com.au/privacy>

Signed _____ Date _____

SalaryPackagingPLUS use only

Authorised on behalf of NSW Health by:

Signature _____ Date _____
Print name _____