

## EMPLOYEE QUESTIONNAIRE

### Living Away From Home Status

**PLEASE COMPLETE AND FORWARD TO:**  
Human Resources Branch, Division of University Operations

For completion by staff member at commencement of assignment. Refer to [LAHFA guidelines](#)

**STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)**

<b>Staff ID</b>			
<b>Title</b>		<b>Family Name</b>	
<b>Name</b>			
<b>School/Branch</b>			

**ASSIGNMENT DETAILS**

Assignment start date: .....

1. For the purpose of this assignment I am required to live in ....., to carry out the duties of my employment,  
(Location)

My usual place of residence prior to the assignment is

Address: .....

City/District: .....

Country: .....

*Note: this is your original home address*

2. During the assignment I will reside at the following address:

Address: .....

City/District: .....

Country: .....

3. My original place of residence will remain continually available for my immediate use and enjoyment and is not to be rented out or sub let during the period of the assignment. *(tick as appropriate)*

Yes whole of the period       Not at all       Part of the period from ...../...../201... to ...../...../201....

4. I maintain the following residential ties with my original place of residence identified in question 1. *(tick as appropriate)*

Home which I own       Home which I rent as a tenant       Neither (e.g. parent's home)

5. I intend to return to my original place of residence identified in question 1 at the cessation of my temporary assignment period.

No       Yes

If yes, please state estimated/actual assignment cessation date: .....

6. Details of my family accompanying me on assignment are set out below:

Number of adults: .....

Number of children (only those below 12 years of age as at 1 April of the year the assignment commences otherwise include above): .....

I acknowledge that:

- for the period during which the University of Adelaide provides any benefits to me relating to my relocation, I undertake to complete all relevant declarations and provide to the University of Adelaide any evidentiary document required.
- when I apply to enter into a salary sacrifice arrangement for LAFHA I bear the risk of any change in ATO LAFHA administration. If circumstances change and/or the ATO undertakes a review and as a result tax (including fringe benefits tax) is owing, then these taxes will be passed on to me.
- the University has advised me that I should seek independent financial advice before proceeding with any salary packaging arrangements including Living Away From Home Allowances.
- I will need to submit an Employee Questionnaire - Living Away From Home Status, LAFHA Application, and LAFHA Declaration at the start of the assignment and when my circumstances change as outlined in the LAFHA guidelines, otherwise the arrangement will cease.
- In addition, I will need to submit a LAFHA Declaration by 30 April for each year in which I am receiving a LAFHA and proof of all accommodation expenses.

**Name** (please print): .....

**Signature:** ..... **Date:** .....

The information supplied on this form will be held in confidence by the University of Adelaide Human Resources Branch. It will not be communicated to any other party unless you expressly request this or provide your written consent except as required by law. Please refer to the University's Privacy Policy.

Remuneration and Benefits Handbook	Living Away from Home Status Form	Effective Date:	01 April 2021	Version 1.2
Authorised by	Director, Human Resources	Review Date:	01 April 2022	Page 2 of 2
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