

SALARY PACKAGING: LIVING AWAY FROM HOME ALLOWANCE
PLEASE COMPLETE AND FORWARD TO:

Human Resources Branch, Division of University Operations

This form is to be used by eligible staff members to provide Human Resources with permission to action a Salary Packaging arrangement for Living Away From Home Allowance (LAFHA.) This form should accompany the [LAFHA Questionnaire](#) - Living Away From Home Status

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)			
Staff ID			
Title		Family Name	
Name			
COMMENCE PACKAGING ARRANGEMENTS			
Start Date of Packaging Arrangement: (or first available pay period)			
	Annual Amount \$:	Fortnightly Amount \$	
Accommodation Component	\$	\$	
Food Component	\$	\$	
Administration Fee	\$	\$	
<ul style="list-style-type: none"> In order to be eligible to receive the Living Away From Home Allowance, the LAFHA Questionnaire – Living Away From Home Status, must be completed prior to the commencement of the assignment. Living Away From Home Declaration must also be completed annually thereafter, prior to 30 April each year in respect of the 12-month period ending on the previous 31 March. 			
CEASE PACKAGING ARRANGEMENTS			
Effective Date of Change:			
AUTHORISATION			
Staff Member In requesting that the Living Away From Home Allowance detailed in this form be salary sacrificed, I acknowledge that: <ul style="list-style-type: none"> I have read and understood the Salary Packaging Guidelines and Conditions - Living Away From Home Allowance (LAFHA) and agree to abide by the provisions contained therein, which may be varied from time to time. I am eligible to be provided with a Living Away From Home Allowance and have substantiated this by completing the required documentation as outlined in this form. The period and amount which the allowance is paid may vary depending on individual circumstances. I acknowledge that when I apply to enter into a salary sacrifice arrangement for LAFHA, I bear the risk and cost of any change in Australian taxation law with respect to LAFHA. If circumstances change and/or the Australian Taxation Office finds tax (including fringe benefits tax) is owing, then these additional costs will be charged 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. An administration fee will be charged for salary packaging a Living Away From Home Allowance in line with the Salary Packaging Guidelines and Conditions - Living Away From Home Allowance (LAFHA). I have attached a copy of the Rental Agreement to support the Accommodation Component value. 			
Signature			Date: