# LIVING AWAY FROM HOME ALLOWANCE (LAFHA)

## Information Sheet

### What is a LAFHA?

A Living Away From Home Allowance (LAFHA) is an allowance that is provided to assist staff members with additional non-tax deductible costs incurred as a result of living away from home. Each LAFHA is made up of a food component and an accommodation component.

- The value of the food component is based on the Reasonable Food Component of a Living Away From Home Allowance (LAFHA) Table determined annually by the Australian Tax Office (ATO).
- The value of the accommodation component is based on a table of values developed for the University according to the Academic Level and Professional HEW Level salary structure.

If you meet the relevant qualifying criteria, you will be offered the opportunity to enter into a salary packaging arrangement to reduce your taxable salary in lieu of a tax free LAFHA.

### Qualifying criteria

In general, you must be employed on a fixed term contract and have temporarily moved residence in order to undertake employment duties for the University.

Examples of this scenario include:

- relocations from overseas on a Temporary Business Long Stay Visa (Subclass 457) and employed on a fixed term contract of up to 4 years;
- relocations from interstate to take up a fixed term contract of employment (not exceeding 2 years); and
- living in a rental property during the working week and returning home at weekends due to distance of their home from their place of work being greater than 75km.

In the first two cases, employees would be expected to return home at the completion of their contract.

### How will I know if I am eligible?

A checklist has been developed to assist in determining your eligibility for a LAFHA. Please complete the checklist on the next page.

### What do I do if I believe I am eligible?

If you believe you are eligible, complete sections 3, 4 and 5 of the checklist and return the form to HR Operations for assessment.

### What happens after that?

If the LAFHA is approved, you will be forwarded a Salary Packaging Application Form containing the value of the food component and the value of the accommodation component of your LAFHA. These values will be calculated according to the information you provide in Section 3 of the Living Away From Home Allowance (LAFHA) Checklist.

### Other important information you should be aware of:

1. **Administration Fee**
   - An administration fee of $20 per fortnight will be charged for the salary packaging of a LAFHA to cover the administration and compliance costs of providing this benefit.

2. **Financial advice**
   - You are strongly advised to obtain financial advice from an independent financial adviser prior to considering the University’s offer to enter into any salary packaging arrangements.