



Living-away-from-home declaration

Name of employee

I,

declare that

Day Month Year

Day Month Year

from

to

I was required to live away from my usual place of residence in order to perform the duties of my employment and that during that period my usual place of residence was

Address of employee

The nature of that residence was

During that period I actually resided at the following addresses

Signature

Date



Australian Government
Australian Taxation Office

Living-away-from-home declaration – employees who fly-in fly-out or drive-in drive-out

Name of employee

I,

declare that my usual place of residence is

Address of employee

I expect that I will resume living at my normal residence when my duties of employment no longer require me to live away from that place; and

Day Month Year

Day Month Year

from

to

when the duties of my employment required me to live away from where I usually reside, I actually resided at the following addresses

Signature

Date



Living-away-from-home declaration – employee related expenses

Name of employee

I,

declare that

Day Month Year Day Month Year

from

to

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

1. Accommodation

The total amount of accommodation expenses which I can substantiate with documentary evidence is \$_____ (including accommodation expenses for all eligible family members living with me during the above period).

2. Food or drink (mark one only)

I have incurred food or drink expenses which do not exceed the amount that the Commissioner considers reasonable based on the number of eligible family members living with me for the above period and therefore I am not required to substantiate these expenses.

I have incurred food or drink expenses which exceed the amount that the Commissioner considers reasonable for the above period. The total amount of my food or drink expenses which I can substantiate with documentary evidence is \$_____ (including food or drink expenses for all eligible family members living with me during the above period).

! You must retain documentary evidence of these expenses for a period of five years starting from the declaration date.

Signature

Date



Australian Government
Australian Taxation Office

Living-away-from-home declaration – employees who maintain an Australian home

Name of employee

I,

declare that the address I usually reside at in Australia is

Address of employee

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

Day Month Year

Day Month Year

from

to

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

Signature

Date