

# Reimbursement Form

## Wai 3300: Tomokia ngā tatau o Matangireia – the Constitutional Kaupapa Inquiry

## Wai 3060: Te Rau o te Tika – the Justice System Kaupapa Inquiry



### When to use this form

Fill in this form to request the reimbursement of costs for attending an event as part of the Waitangi Tribunal's inquiry into **either**:

- Te Rau o te Tika – the Justice System Kaupapa Inquiry (Wai 3060) or
- Tomokia ngā tatau o Matangireia – the Constitutional Kaupapa Inquiry (Wai 3300).

This form is to be completed to request reimbursement of costs for:

- A **claimant** who has asked to participate in Wai 3060 or Wai 3300
- A **member of a claimant group or support people**. In general, three members of a claimant group and a total of up to three support people for the claimant group can be funded.

*Groups or individuals with 'interested party' status by the Tribunal are not eligible for this funding to attend the Tribunal events.*

### Completing this form

- You'll find a blank page at the back of this form if you need more space to fill in your answers.
- A fully complete form, documentation and evidence is required before the claim will be assessed and processed for payment.
- Please supply copies of any evidence as originals will not be returned.

### We can make and pay for travel and accommodation bookings for you

- If you would like the Ministry of Justice to make and pay for travel and accommodation bookings for you to attend events, please contact:
- **Email:** [claimantfunding@justice.govt.nz](mailto:claimantfunding@justice.govt.nz)
- **Call:** 0800 268 787 and tell them you want travel support for a kaupapa inquiry event
- **Text:** 027 361 2236 (we can call you back)

**Need help?** If you have any questions about this form or what you can claim for, please contact us by **email** [claimantfunding@justice.govt.nz](mailto:claimantfunding@justice.govt.nz), **call** 0800 268 787 and tell them you want travel support for a kaupapa inquiry event, or **text** 027 361 2236 (we can call you back)

## Privacy Statement

We collect personal information from you, including your name, contact and bank account details. We collect this so we have all the information we need to process your application. We will use this information only for the purpose of processing your claim for reimbursement.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at 0800 268 787.

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## Your details

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

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## Claim details

**Tick one:** Are you a:

Named claimant  Member of claimant group  Support person  Lawyer on behalf of claimant

Wai number \_\_\_\_\_

Law firm acting \_\_\_\_\_

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## Waitangi Tribunal event details

**Tick one:** Wai 3060 (Justice inquiry)  Wai 3300 (Constitutional inquiry)

Where was the event? \_\_\_\_\_ Date \_\_\_\_\_

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## Bank account details:

If you are GST registered you will need to fill in Appendix A – GST Registered New Creditor Form

Account holder name \_\_\_\_\_

Bank name \_\_\_\_\_

Bank account number for reimbursement:

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### We need bank account verification

Please attach bank account verification to this form. Bank account verification could be a screenshot of your details from your online banking app, a print-out from your bank or a copy of a recent bank statement.

*Bank account verification must include bank logo, account name and account number.*

## Costs being claimed

Please see the factsheet on *Funding for claimants to attend Waitangi Tribunal events* for further information on the costs that can be claimed, the evidence required, and who can claim these costs.

Fill in one row for each cost you are claiming. If you are seeking reimbursement for costs you paid for other people in your group (for example your support people **or** other claimant group members **or** if you are a lawyer) you need to fill in a row for each person.

You will need to provide GST receipts or other appropriate supporting documentation for expenses being claimed.

When completing the table, the additional information required may include:

- **Accommodation** – *the type of accommodation and number of nights spent there*
- **Meals** – *breakfast, lunch, or dinner*
- **Personal vehicle mileage at 0.95c/km** – *where your journey started and ended, and the amount of km travelled for mileage and the total cost (using the following calculation, km travelled x 0.95 = total cost)*
- **Transport** – *let us know where your journey started and ended, and if your costs are airfare, bus, car rental, ferry, parking, taxis or train costs*

Name and Wai #	Cost type (for example, accommodation, meals, mileage or transport)	Date cost incurred	Additional information	Amount claimed incl GST (\$)
	<i>Travel – Milage</i>	<i>18/07/2022</i>	<i>15 Km Milage (15x0.95=12.45)</i>	\$ 12.45
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

**Total: \$**

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## Sign and date this form (either electronically or handwriting)

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Signature

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Date

This claim form must be signed by the person claiming reimbursement. In signing this claim form, you are certifying that the information is a true and correct record.

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## Do a quick check

### Before sending in this form – check:

Have you filled out every section of the form?



Have you attached:

- Copy of your bank details?
- Copies of GST receipts or other supporting documentation for all expenses claimed?

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## Send in this form

You can fill in this form online and email it to [claimantfunding@justice.govt.nz](mailto:claimantfunding@justice.govt.nz), or post to:

Te Tāhū o te Ture – Ministry of Justice

Crown Response to Justice System and Constitutional Kaupapa Inquiries

SX 10088

Wellington

New Zealand



# Appendix A: GST Registered New Creditor Form

Fill in the details of the person this claim is being made for if the person is GST registered:

Leave this section blank if the person is not GST registered.

## Contact details

Full name  First  Middle  Surname

Previously known as  Any former legal name or maiden name

Type  Individual / Sole Trader  Trust  Registered Company  Other

GST Number

NZBN

If Registered Company this information at the following site [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

Address  No.  Street  Suburb

City  State (if outside NZ)

Country  Post code

Phone  Cell  Home

Email  example@example.com

## Payment details

Please attach a copy of bank deposit slip or similar proof of bank account including Bank logo, account name and account number. We will accept a screen shot from your banking app.

Person's name

Bank name

Bank account number for reimbursement: