Wai 2700 – Mana Wāhine Kaupapa Inquiry Claimant Booking Form

When to use this form

Fill in this form to request booking assistance to attend a Wai 2700 Mana Wāhine Kaupapa Inquiry event.

Bookings can be made for:

- Lead Claimant presenting during a hearing week
- Member of a claimant group
- Support People - Up to three support people per claimant
- Interested parties in Wai 2700 (including their witnesses and support people).

Email your completed form, and any queries about claimant funding to:
Wai2700@women.govt.nz

Privacy Statement

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

You have the right to ask for a copy of any personal informaƟon 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 email
Wai2700@women.govt.nz

General Notes

1. The maximum limits will be treated with flexibility, provided that the Ministry considers a claim for a sum exceeding the limit to be a reasonable cost.
2. Claimants will be liable for the costs of any damage caused or fines incurred during their travel or time in accommodation.
3. Original tax invoice or GST receipt is required as evidence for all costs over $50, these will not be returned to you. Please contact Inland Revenue for further details on the criteria of a tax invoice. An invoice is not needed for claims relating to mileage or koha for accommodation.

Claimant Contact Details		
Name:		☐Lead Claimant ☐Commissioned Researcher/Expert Witness ☐Interested Party ☐Support person
Wai Number:		
Address:		
Phone number:		
Email address:		

Flexi Flights ☐ One-Way ☐ Return AirNZ domestic flights, "flexi" fares typically include a specific baggage allowance. For example, "flexichange" fares include one checked-in bag (up to 23kg), while "flexirefund" fares include two checked-in bags, each up to 23kg.	
From:	
To:	
Departure Date:	
Return Date:	
Airpoints Number:	
Dietary Requirements:	
Do you require special assistance?	

Accommodation		
Check in date:	**Check out date:**	**Will you be sharing a room?** ☐Yes ☐No
Special Requirements (e.g., ground floor, close to lifts etc…)		

Transport	
Do you require a rental car?	☐Yes (Ministry to organise) ☐No
Do you require transport to and from the airport?	☐ Yes (Ministry organise) ☐ No
Do you require transport to and from your accommodation?	☐ Yes (Ministry to organise) ☐ No

Waitangi Tribunal event details	
Type of Event (e.g. Hearing, Research, Judicial Conference…)	
Event Location:	
Date(s) of the event:	

Sign and date This form must be signed by the Claimant or Claimant Counsel and in signing this form, you are certifying that the information is a true and correct record.	
Name:	
Date:	
Sign:	

Claimant Funding Expense Guidelines

The following table contains guidelines of the costs and evidence required to organise your travel, accommodation and meal arrangements.

Claimant Funding Expense Guidelines			
Cost Type	**Maximum Amount $ Including GST**	**Further Information**	**Evidence Required**
Travel Transport fares excluding ride share apps	To be assessed on a case-by-case basis.	**If we book:** Airfare, bus, ferry, taxi, train, shuttle or car rental costs can be booked by the Ministry (preferred).	No
		If you book: Airfare, bus, ferry, taxi, train, shuttle or car rental costs can be included for consideration in a claim.	Yes
Travel Personal vehicle mileage	The appliable Inland Revenue (IRD) kilometre rate in effect at the time of the event. Maximum 200km or home address to location and return.	Personal vehicle travel may be considered for reimbursement at the applicable IRD kilometre rate noted on IRD's website - Kilometre rates 2025-2026. Please specify trip start location and end with the km travelled when claiming personal vehicle costs.	No
Travel/Parking	$28 Per person per day.	Car parking can be included for consideration in a claim but will exclude valet services.	Yes
Meals (*Excluding alcohol)*	$83.95 Per person per day.	**If we book:** Depending on the accommodation provider, breakfast and dinner can be covered by the Ministry.	No
		Breakfast, lunch, or dinner can be included for consideration in a claim reimbursement.	Yes
Accommodation *(Excluding alcohol, minibar, video, telephone, or other extra damage charges)*	$250 Per person per day.	**If we book:** Accommodation, if there is availability in that location, can be booked by the Ministry (preferred). We cannot book Airbnb or similar online services for you. Please specify the type of accommodation and number of nights required.	No
		If you book: Accommodation can be included for consideration in a claim for reimbursement. Please specify the type of accommodation and number of nights spent.	Yes
Other costs	To be assessed on a case-by-case basis.	Organisational costs can be included for consideration in a claim. For example, support for people to watch the livestream of the events, or preparatory hui.	Yes, to be assessed on a case-by-case basis. Evidence is also required.