

## 交通費津貼申請表 Transportation Subsidy Application Form

為方便學生前往參與「**M+敢探號社區活動**」，本館將向有需要的學校提供交通費津貼。

敬請 貴校填妥下列表格，詳細列出每輛出租旅遊巴士的資料，連同每輛出租旅遊巴士的正本收據及貼有郵票的回郵信封，於**活動日期後三星期內**遞交或郵寄至 M+。

每間學校只能遞交一份申請，津貼款項會於申請資料及收據核准後，以實報實銷津貼的方式，於三個月內以支票形式發出及郵寄回 貴校。每間學校津貼的金額上限為**港幣一千元正**。如交通費金額超過上限，亦只會獲得港幣一千元正，餘額須由申請學校承擔。如交通費金額低於津貼上限，亦只會按實際費用發放資助。

請參閱第三頁的申請交通津貼注意事項。

To encourage students to participate in the **M+ Rover Community Activity**, schools may apply for transportation subsidies.

Please complete the form below, listing out the detailed information of the hired coach buses and return by hand or by post together with the individual original receipts for each hired coach bus and a self-addressed stamped envelope to **M+ within three weeks after the activity**.

A cheque of the exact reimbursement amount will be issued and mailed to your school within three months after the application and receipts are approved. The maximum subsidy amount per school is HK\$1,000. If the transportation cost exceeds the subsidy limit, the subsidy amount will be limited to **HK\$1,000**, and the balance would be borne by the applicant. If the transportation cost is less than HK\$1,000, only the exact spent amount will be subsidised.

Please read the Transportation Subsidy Application Remarks on page 3.

項目 Item	旅遊車公司名稱 Name of Coach Bus Company	旅遊車 車牌號碼 Car Plate No.	參觀日期 Visit Date	到場時段 Arrival Time	收據號碼 Receipt No.	申領交通費津貼款項 (港幣) Transportation Subsidy Application Amount (HKD)
1						
2						
3						

學校名稱 Name of School:						
地址 Address:						
活動負責人姓名 Person-in-charge:				職位 Post:		
聯絡電話 Contact no. :	(手提 Mobile)	(辦公室 Office)				
電郵 Email:				申請日期 Date:		
支票收款人抬頭名稱 Name of Payee of the Cheque:						

本人謹此聲明，在本申請表上填報的資料真確無訛，所有出租旅遊車為參加「**M+敢探號社區活動**」所需。本人亦明白如蓄意提供虛假、失實或不完整的資料，其申請將不獲處理。

I declare that the information in this application form is true and correct, and all the hired coach buses are for attending the **M+ Rover Community Activity**. I understand that if I knowingly provide false, inaccurate or incomplete information, the application will not be processed.

#### 個人資料收集聲明 Personal Information Collection Statement

我同意透過電郵/郵寄方式收取 M+/西九文化區資訊。  
I agree to receive news about M+ / West Kowloon Cultural District through email/post.

閣下提供之個人資料只供內部使用，並會根據《個人資料(私隱)條例》的規定來處理。

All personal data collected would be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance and for internal use only.

活動負責人簽署  
Signature of Person-in-charge

學校蓋印  
School Stamp

#### 使用個人資料通告

西九文化區管理局致力確保按照《個人資料(私隱)條例》的規定來處理所有個人資料。為確保您能聯繫及了解西九文化區管理局的最新消息，閣下自願提供的個人資料(包括閣下的姓名、電郵地址、通訊地址及其他個人資料)，將存於本局資料庫，用作發佈電子活動通訊、西九發展新聞通告、活動邀請卡、活動提示或資訊通知。  
倘若您不願意收取本局的消息，在我們所發出的電郵底部有取消訂閱連結以供閣下使用；您亦可把閣下的姓名及電郵/通訊地址，以書面形式循以下任何一個途徑交回給我們：  
電郵：privacy@wkcd.hk 聯絡我們的「資料保障主任」  
傳真：(852) 2895 1286 (請註明「拒絕接收通知」)  
郵寄：九龍尖沙咀廣東道9號港威大廈第6座29樓 (請註明「拒絕接收通知」)  
如對個人資料用途有任何疑問，歡迎與我們聯絡，您亦可在網上參閱我們的資料私隱政策：  
<http://www.westkowloon.hk/tc/footer/privacy-policy>

#### Use of Personal Data

The West Kowloon Cultural District Authority (WKCD) is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance.  
To ensure you are kept well informed of the latest news from WKCD, we will deliver to you monthly e-newsletters about our event updates, newsletters about WKCD development, invitation cards to WKCD events, and reminders and information of WKCD events, using your personal data maintained in WKCD database, which includes your name, email address, postal address and other contact information.  
If at any time you no longer wish to receive WKCD's information, please click the "Unsubscribe" link which appears at the bottom of our marketing emails to opt-out from our communication; or write to us including your name and email / postal address via any of the following channels:  
Email: privacy@wkcd.hk to contact our Data Privacy Officer  
Fax: (852) 2895 1286 (Please state "Unsubscribe" in your fax document)  
Post: 29/F, Tower 6, The Gateway, 9 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong (Please state "Unsubscribe" in your letter)  
If you have any questions on the use of personal data, please feel free to contact us or read our privacy policy on our website:  
<http://www.westkowloon.hk/en/footer/privacy-policy>

### 交通費津貼注意事項 Transportation Subsidy Application Remarks

1. 每間學校只能遞交一份申請，每間學校津貼的金額上限為港幣一千元正。  
Each school can only submit one application. The maximum subsidy amount per school is HK\$1,000.
2. 津貼款項會於申請資料及收據核准後，以實報實銷津貼的方式發放予合。如交通費金額超過上限，亦只會獲得港幣一千元正，餘額須由申請學校承擔。如交通費金額低於津貼上限，亦只會按實際費用發放資助。  
Subsidy will be granted on actual reimbursement basis after application and receipts are approved. If the transportation cost exceeds the subsidy limit, the subsidy amount will be limited to HK\$1,000, and the balance would be borne by the applicant. If the transportation cost is less than HK\$1,000, only the exact spent amount will be subsidised.
3. 參觀學校須自行聯絡旅遊巴士公司以提供接送服務。  
Schools should contact and arrange coach bus services on their own.
4. 旅遊車接載路線只限由學校到活動場地，及回程時由活動場地返回學校。M+不會津貼旅遊車行駛額外路線及另外的接載站。離島區學校的申請津貼不包括船費。  
Coach bus route must be the direct route from school to the activity venue and the return route from the activity venue to school. M+ will not subsidize other routes or other pick up or drop off points. Subsidy for outlying Islands excludes ferry fares.
5. **申請手續：**申請學校需將填妥的「交通費津貼申請表」，連同出租旅遊巴士的正本收據及貼有郵票的回郵信封，於活動日期後三星期內遞交或郵寄至 M+。（地址：香港尖沙咀廣東道 9 號港威大廈第 6 座 29 樓莫小姐收，信封面註明「M+敢探號社區活動」交通費津貼申請）  
**Application procedure:** Applicant must return the completed Transportation Subsidy Application Form, along with the original receipt(s) from the coach bus company and a self-addressed stamped envelope, within three weeks after the activity to M+. ( Address: 29/F, Tower 6, The Gateway, 9 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong, attn: Ms. Anne Mok; indicating “Transportation Subsidy Application for M+ Rover Community Activity” on the envelope].
6. 每輛出租旅遊巴士的申請必須夾附一張獨立正本收據。  
An original receipt is required for the application for each hired coach bus.
7. 申請人須填寫申請表中所有項目，確保已提供正確的資料並提交全部所須文件，否則其申請將不獲處理。  
Applicant must fill in all the information required in the application form, and make sure they are accurate and submit all required documents. Otherwise, the application will not be processed.
8. 申請人將於提交申請後兩星期內獲電郵申請覆函。如仍未收到申請覆函，請與 M+聯絡。  
An application acknowledgment will be emailed to the applicant within two weeks after the application is submitted. Please contact M+ if there you did not receive any reply from us.
9. 申請資料及收據經核准後，津貼款項將於三個月內以支票形式發出及郵寄回申請人。  
A cheque for the subsidy will be issued and mailed to the applicant within three months after application and receipts are approved.
10. 交通津貼的申請並非先到先得，M+擁有最終批核申請決定權。M+不會保證補助或支付任何交通補貼，並可因應實際情況而終此項計劃，恕不另行通知。  
Application for transportation subsidy is not on first-come first-served basis. M+ shall have the final decision in approving the application. M+ will not guarantee any grant or payment of transportation subsidy and may terminate this programme at any time without notice.
12. 如有查詢，請電郵至 [anne.mok@wkcd.hk](mailto:anne.mok@wkcd.hk) 或致電 (852) 2200 0065 與莫小姐聯絡。  
For any enquiry, please email to [anne.mok@wkcd.hk](mailto:anne.mok@wkcd.hk) or contact Ms. Anne Mok at (852) 2200 0065.