



## 二零一八年香港花卉展覽

### Hong Kong Flower Show 2018

#### 《賽馬會花展顯關懷》交通費津貼計劃申請須知

#### Rules and Notice of Jockey Club Hong Kong Flower Show Transport Subsidy Scheme

1. 填寫申請表格前，請先參閱本須知。  
Please read this rules and notice before completing the application form.
2. 香港賽馬會慈善信託基金為長者中心、社會福利機構及學校的參觀團體提供旅遊巴士接送交通津貼。  
The Hong Kong Jockey Club Charities Trust provides coach transportation subsidy for elderly centres, eligible social welfare organisations and schools.
3. 申請人須於二零一七年十二月二十二日前填妥及傳真《賽馬會花展顯關懷》交通費津貼計劃申請表（表一）至 2691 7264 或郵寄至「新界沙田排頭街 1-3 號 康樂及文化事務署總部 11 樓香港花卉展覽秘書處」作初步申請紀錄，逾期者將被視作放棄申請本津貼。  
Applicant should fax the completed “Jockey Club Hong Kong Flower Show Transport Subsidy Scheme” Application Form (Form 1) to 2691 7264 or post it to “Secretariat, Hong Kong Flower Show, 11/F, Leisure and Cultural Services Headquarters, 1-3 Pau Tau Street, Shatin, N.T.” **before 22 December 2017** for record. Any application submitted after the deadline will not be entertained.
4. 申請人須以英文正楷填寫表格。  
Please complete the form in **block letters**.
5. 申請人須填寫申請表中所有項目並提供正確資料，否則其申請將不獲處理。  
The application will not be processed if the claimant fails to provide all information accurately.

#### 交通津貼申請須知 Rules and Notice regarding application for Transport Subsidy

6. 每輛旅遊巴士的租車金額（以來回程計）的上限為港幣 1,600 元。  
The maximum amount of subsidy for renting a coach (for a round trip) is **HK\$1,600**.
7. 申請須以出租旅遊巴士為單位，每個單位（即每輛巴士）必須用一張正本發票及收據申請。  
The application should be made per unit of one vehicle. Applicant is required to submit one **original invoice and receipt** per vehicle for reimbursement.
8. 參觀團體需自行聯絡旅遊巴士公司以提供載送服務，並需按該團的人數安排合適數量的旅遊巴士接載參加者往返展覽場地。  
Visiting groups are required to contact coach companies by themselves for provision of transport services. Appropriate number of coaches to accommodate the visitors should be arranged according to the actual number of visitors utilising the service for access to the exhibition venue.

9. 獲資助的參觀團體必須於參觀日期於維多利亞公園興發街入口的《賽馬會花展顯關懷》導賞團報到處登記。
- Subsidised elderly centres, organisations and schools must register at the counter of “Jockey Club HK Flower Show Guided Tour” at Hing Fat Street entrance of Victoria Park on the date of visit.
10. 每間機構申請的出租巴士數目必須與實際人數相符，否則其申請將不獲處理。
- The number and seat numbers of the coaches or vans should be consistent with the actual number of participants; otherwise application will not be processed.
11. 申請人將於申請交通費津貼後一個月內獲本署以書信覆函。
- A letter of acknowledgement for transport subsidy will be posted to applicants within one month after the application has been received.
12. 參觀完畢後，申請人須填妥《賽馬會花展顯關懷》交通費津貼計劃申請表（表二），並連同租車發票及收據正本（每輛旅遊巴士為一個單位，每個單位（即每輛車）須附上一張發票及收據），於**二零一八年四月三十日前**遞交或郵寄（以郵戳為準）至新界沙田排頭街 1-3 號 康樂及文化事務署總部 11 樓 香港花卉展覽秘書處收（請在信封面註明：申請「《賽馬會花展顯關懷》交通費津貼計劃」）。逾期申請將不獲接納。
- After the visit, please return the completed “Jockey Club HK Flower Show Transport Subsidy Scheme” Application Form (Form 2) together with the original invoice and receipt of rental for coach service (The application should be made per unit of one coach. Applicant should submit one rental invoice and receipt for each vehicle for reimbursement) in person or by mail to the address: Secretariat, Hong Kong Flower Show, 11/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Shatin, N.T. **before 30 April 2018** (Datestamp may be referred to when necessary.) (Please mark on the envelope: Application for the “Jockey Club Hong Kong Flower Show Transport Subsidy Scheme” for identification.) Late application will not be entertained.
13. 所有單據、發票及證明文件必須提交正本。若因特殊原因未能提交單據、發票及證明文件的正本，須書面解釋未能提交正本的原因，並聲明有關單據、發票及證明文件是「真確副本」及「從未就相關開支獲發還任何款項」。
- The originals of receipts, invoices and supporting documents should be submitted. If it is not feasible, a written explanation is required and the applicant should certify the receipts, invoices and supporting documents are true copies and no previous reimbursement has been made.
14. 所有單據必須清楚列明租用車輛日期、行程或來往地點。
- On all receipts, information such as the dates of rental, the itinerary or the destinations should be printed.
15. 申請人所提供以作交通費退款申請的租車發票及收據必須由第三方立具提供，否則所提供之文件將被視作無效。
- Original invoice and receipt of rental which provided by applicant for reimbursement of coach service fee should be issued by a party other than the beneficiary; otherwise submitted documents should be considered invalidity.

16. 申請資料及單據經核實後，津貼款項將以支票方式於截止日期後約四個月內支付予申請團體。  
After verification on the application form and the relevant receipts with satisfaction, the allowance will be paid to the applicant by cheque in around four months from the deadline.
17. 本署將於二零一八年二月九日前聯絡成功申請機構。如申請機構於二零一八年二月二十三日仍未收到申請確認，該申請為不被接納。  
Successful applicants will be confirmed **by 9 February 2018**. If applicants could not receive any notification by 23 February 2018, the application is considered unsuccessful.

如有任何查詢，可於星期一至五上午 9 時至下午 5:30 時段內致電 2601 8260（公眾假期除外）。  
**For enquiries, please call at 2601 8260 (Mon to Fri: from 9:00 am to 5:30 pm (expect public holidays)).**

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《賽馬會花展顯關懷》交通費津貼計劃申請表 (表一)

**Jockey Club Hong Kong Flower Show Transport Subsidy Scheme (Form I)**

申請津貼長者中心／社福機構／學校名稱

Name of Claiming Elderly Centre/ Organisation/ School:

機構參考編號:  
(只供本處填寫)

申請津貼長者中心／社福機構／學校地址 Address of Claiming Elderly Centre/ Organisation/ School:

申請人姓名 Name of Applicant: \_\_\_\_\_

聯絡電話 Telephone No.: \_\_\_\_\_ 傳真號碼 Fax No.: \_\_\_\_\_

**交通費津貼 Transport Subsidy**

參觀日期 Date of Visit: \_\_\_\_\_ 參觀時段 Visit Session: \_\_\_\_\_

參觀人數 No. of Participants: \_\_\_\_\_ 旅遊巴數目 No. of Coach: \_\_\_\_\_

(包括所有同行人士 includes all companions)

長者中心／社福機構／學校負責人簽署 Signature of Organisation in Charge	長者中心／社福機構／學校蓋印 Organisation Chop

**備註 Remarks**

截止申請日期: 2017 年 12 月 22 日  
請郵寄或傳真至「新界沙田排頭街 1-3 號  
康樂及文化事務署總部 11 樓 香港花卉展覽秘書處」  
圖文傳真: 2691 7264

Closing date for applications: 22 December 2017  
Please fax or post it to "Secretariat, HKFS,  
11/F, Leisure and Cultural Services Headquarters,  
1-3 Pau Tau Street, Shatin, N.T."  
Fax No.: 2691 7264

如有任何查詢，可於星期一至五上午 9 時至下午 5:30 時段內致電 2601 8260 (公眾假期除外)。

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