

## 交通費資助

## Travel Grant



交通費有時是安排在外參觀的障礙，由於本館獲得慷慨捐助，自 2015 年 9 月起，將為下列地區的本地學校(不包括私立學校)及慈善機構參觀本館時回饋交通費：

The cost of arranging visits to educational outreach activities can sometimes be a barrier. Thanks to a generous donation to the Hong Kong Maritime Museum, from September 2015 we are able to reimburse the cost of transport for local schools (nb. private schools are not eligible) and registered charities in the following eight districts:

離島 Islands	深水埗 Sham Shui Po
葵青 Kwai Tsing	屯門 Tuen Mun
觀塘 Kwun Tong	黃大仙 Wong Tai Sin
北區 Northern	元朗 Yuen Long

### 申請方法

- 填妥本申請表及團體參觀申請表後遞交給我們。
- 本館將以電郵發出批核通知。
- 預約運輸工具後請確保收據上有學校名、參觀日期及價錢。
- 參觀後把客運公司提供的 **發票(invoice)**、**收據正本(receipt)**遞交給我們。
- 我們將以郵寄支票方式回饋交通費，每月月初結算一次。

如有查詢，請電郵至 [education@hkmaritimemuseum.org](mailto:education@hkmaritimemuseum.org) 或致電 3713 2500 與本館教育組聯絡。

### To apply and receive reimbursement

- Complete this application form and school and community group booking form then send them back to us.
- We will email confirmation of the approval of your application.
- Book your transport and ensure that you have a receipt with the name of the organisation, the date of the visit and the cost.
- Send us your **invoice and original receipt** from the travel provider, after your visit.
- We will reimburse the cost to your school by cheque mailed to you. Reimbursements will be processed at the beginning of each month.

Contact Hong Kong Maritime Museum's Education Team for further information about this scheme. By email at: [education@hkmaritimemuseum.org](mailto:education@hkmaritimemuseum.org) or telephone on 3713 2500

香港海事博物館 香港中環八號碼頭

Hong Kong Maritime Museum  
Central Pier No. 8  
Hong Kong

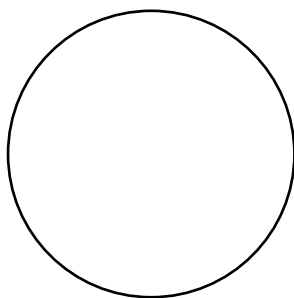
[www.hkmaritimemuseum.org](http://www.hkmaritimemuseum.org)  
Email 電郵 [education@hkmaritimemuseum.org](mailto:education@hkmaritimemuseum.org)  
Tel 電話 +852 3713 2500

# 交通費資助申請表

## Travel Grant Application Form

學校/慈善機構名與地址 Name and address of school/registered charity			
負責人姓名、職銜與電郵 Name of contact at the school, title and email address			
區域 District		參觀日期 Date of visit	
到館方法與交通費明細 Method and cost of transport			
收款支票抬頭 Exact name that the reimbursement cheque should be issued to			

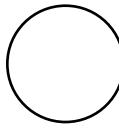
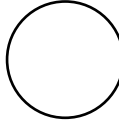
蓋章 Stamp



負責人(姓名及簽署)

Person in Charge

(Name and Signature) \_\_\_\_\_

<b>For HKMM internal use</b>		Staff signature
Approved		
Visit Checked		
Reimbursed	Cheque no. and date	

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