**根據《公務員事務規例》第723條申請發還因執行職務而乘坐公共交通工具的交通費**

**Claim for Reimbursement of Travelling Expenses on Duty Journeys by Public Transport under CSR 723**

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| 填寫表格前請參閱第三頁注意事項 | 附單編號 |  |
| Please read the notes on page 3 before completing this Form | Sub. Vr. No. |  |
|  | | | |

**第一部Section I** *(由申請人填寫To be completed by claimant)*

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| 致To : | Commissioner for Census & Statistics | | 成本中心  Cost Centre |  | |  | |  | |  | |  | |  | |  | |  | |
| (部 門 首 長Head of Department) | |  | | | | | | | | | | | | | | | |
| 1. 申請人姓名  Claimant's Name | |  | 2. 身份證號碼  I.D.No |  |  | |  | |  | |  | |  | |  | |  | |  |
| 用正楷書寫 (in block letters) |  |  | |  | |  | |  | |  | |  | |  | |  |
| 3. 辦事處/部門名稱  Office/Department | | CPI / Census & Statistics Department | 4. 職級Rank |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| 5. 所有工作地點***(****即辦事處/外勤地點)*詳細地址Full address of all places of work *(i.e. office/place of outside duty)* | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Place of outside duty : As per attached | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| 6. 住所詳細地址 (請參看《公務員事務規例》第721(6)條) Full address of home (please refer to CSR 721(6)) | | | | | | | | | | | | | | | | | | | |
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*(如出外辦公時的路程包括往返住所，則須填寫此欄。 To be completed only where the duty journeys involve travelling to and/or from home.)*

1. 申請數額 Amount claimed

|  |  |  |
| --- | --- | --- |
|  | 數額Amount | |
| 申請付還總數額（細目見本表格第三頁）  Total reimbursement claimed as per breakdown on page 3 of this form | 的士費 Taxi Fare | 其他(的士除外)  Others(Except Taxi) |
|  | **$** | **$** |

|  |  |  |
| --- | --- | --- |
| 8. 本人茲證明    I certify that | (i) | 本人因執行職務所涉路程已載於行程記錄表(本表格第三頁)，並已在所示的日期支付有關的交通費用（已扣減  適用的折扣或資助）。  I have taken all journeys shown on the record of journeys for duty purposes (page 3 of this form) and paid for the travelling expenses so incurred (applicable discount/ subsidy has been deducted) on the dates indicated. |
|  | (ii) | 所使用的交通工具及乘坐等級，均符合《公務員事務規例》第722條所載的指導原則。  The mode of transport and class of travel taken are in accordance with the guiding principles set out in CSR 722. |
| ¨ | (iii) | 乘坐的士是因為當時並無較廉宜或合適的交通工具(《公務員事務規例》第722(3)條)及因為  taxi was used because a more economical mode of transport was not available or appropriate (CSR 722(3)), and because |
|  |  |  |

9. 本人明白本人獲發交通津貼，是基於任何多付給本人的津貼可作為債項悉數連利息 (按情況而定) 向本人討回的條件，而在追討該筆債項、利息、費用和開支的過程中所引致的一切費用和開支，全由本人承擔。鑑於香港特別行政區政府（政府）向本人批出是項交通津貼，現把本人所有薪金、退休金、約滿酬金、津貼、福利、政府應支付予或欠付本人或本人的遺產的任何其他款項（統稱“薪金和退休金”），以及本人根據任何公積金計劃自願供款所得的累算權益（“累算權益”），押記予政府作受惠人，作為支付或償還 (視何者適用而定) 就交通津貼的發放所引致或附帶應予支付或欠付政府的一切款項 (包括利息，以及政府在追討有關款項過程中所引致的一切費用和開支(如有))（統稱“債項”）的抵押。本人授權政府在任何情況下（包括但不限於本人無力償債的情況），有絶對酌情權，在其認為適合的時間，不時從本人的薪金和退休金中扣除有關債項，直至該債項悉數討回為止。政府如提出要求，本人必須立即全數清還有關債項。除非有關債項悉數清還及解除，否則政府仍然是有抵押債權人，有權就本人的薪金和退休金，以及累算權益設定押記，作為償還債項之用。即使本申請書的任何條文或任何部分於任何時候在任何方面是或已變成是違法、無效或不能強制執行，餘下條文或任何部分的合法性、有效性和可強制執行性都不受任何影響或損害。

I acknowledge that the travelling allowance is granted to me on the condition that any overpayment to me of the allowance is recoverable from me in full as a debt together with interest (as appropriate) and that I will be liable for all costs and expenses incurred in recovering such debt, interest, costs and expenses. In consideration of the Government of the Hong Kong Special Administrative Region (“Government”) granting to me the travelling allowance, I hereby charge in favour of the Government all salaries, pensions, gratuities, allowances, benefits and any other monies payable or due to me or my estate from the Government (collectively, "Salaries and Pensions") and accrued benefits derived from voluntary contributions under any provident fund scheme ("Accrued Benefits") as security for payment and repayment (as the case may be) of all sums (including interest, costs and expenses incurred in recovery, if any) due and payable to the Government arising from or incidental to the payment of the travelling allowance (collectively, "Indebtedness"). I authorise the Government to deduct at such times or from time to time at its own absolute discretion as it deems fit from the Salaries and Pensions in all circumstances including, but not limited to, where I become insolvent, until the Indebtedness is fully recovered. On demand, I shall forthwith pay the Indebtedness in full. Until the Indebtedness is fully paid and discharged, the Government is a secured creditor and has a charge on the Salaries and Pensions and Accrued Benefits for payment of the Indebtedness. If at any time, any provision or any part of this application form is or has become illegal, invalid or unenforceable in any respect, the legality, validity and enforceability of the remaining provisions or parts of this application form shall not be affected or impaired thereby.

1. 本人謹此聲明，在本申請表上填報的資料均真確無誤。本人明白，如本人蓄意或明知而就這宗申請提供虛假、失實或不完整的資料，本人將會受刑事檢控及／或紀律處分。

I declare that the information provided in this application is true and correct. I understand that I will be liable to criminal prosecution and/or disciplinary action if I wilfully or knowingly furnish false, inaccurate or incomplete information in connection with this application.

|  |  |  |  |
| --- | --- | --- | --- |
| 日期Date |  |  |  |
|  |  |  | (申請人簽名Signature of Claimant) |

**第二部Section II**  (由申請人上司填寫To be completed by the claimant’s supervisor)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 本人茲證明  I certify that | | (i) | 第一部及第三頁所填寫的資料均真確無誤;  the information provided in Section I above and page 3 is true and correct; | | | | |
|  | | (ii) | 申請人已在提高效率和節省開支的前提下採用最合適的交通工具;及(如適用)  the claimant has used the most appropriate mode of transport having regard to operational needs and cost-effectiveness; and (if applicable) | | | | |
| ¨ | | (iii) | 申請人在行程記錄表所示的職務（與《公務員事務規例》第723(2)或(3)條相關）全部在正常工作時間以外執行。  For duty shown in the record of journeys in relation to CSR 723(2) or (3), it was performed wholly outside the officer’s normal duty hours | | | | |
|  | | |  |  |  | 簽名Signature |  |
| 日期Date |  | |  | 職級Rank |  | 姓名 Name |  |
|  | | |  |  |  |  |  |

**第三部Section III 收據RECEIPT** （不適用於經庫務署發薪系統支付的款項 Not applicable for payment effected through the Treasury Payroll System.)

茲收到 Received the sum of $ .

收款日期Date

(申請人簽名Signature of Claimant)

¨ 在適用處劃上‘✓’ Mark ‘✓’ where appropriate

**根據**《**公務員事務規例**》**第723條申請發還執行職務行程交通費的行程記錄**

**RECORD OF JOURNEYS FOR CLAIMING REIMBURSEMENT OF TRAVELLING EXPENSES ON DUTY JOURNEYS UNDER CSR 723**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期 | **#**按《公務員事務規例》第723(2)條的路程，劃上 | **#**按《公務員事務規例》第723(3)條的路程，劃上 | 由 | 至 | 使用的交通工具 | 現時申請交通費數額  Travelling Expenses  Now Claimed | | 行程目的 |
| Date | “**✓**”號。  **#** Mark “**✓**” for journey under  CSR 723(2) | “**✓**”號  **#** Mark “**✓**” for journey under  CSR 723(3) | From | To | Mode of  Transport Used | 的士費  Taxi Fare  $ | 其他  Others  $ | Purpose of Journey |
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|  | | | | | **總額**  **Total** |  |  |  |

**注意事項Notes:**

# (1) 如果有關工作是完全於***正常工作時間以外***進行, 則須填寫此欄 (《公務員事務規例》第723(2)條 - ***住所 / 外勤地點 / 住所*** 的行程；《公務員事務規例》第723(3)條 - 因緊急事故或擔任候召職務時奉召行走***住所 / 辦事處 / 住所*** 的行程) 。

*Complete this column if the duty was undertaken* ***wholly outside normal duty hours***. (CSR 723(2) – ***home / place of outside duty / home*** journey; CSR 723(3) – ***home / office / home*** journey in response to emergency/on-call duty).

1. 在行程記錄表所示的所有行程中， 只有本港境內的行程所支付的交通費才會獲處理 (《公務員事務規例》第721(8)條)。

For all journeys listed on the record sheet, only travelling expenses incurred for the journeys taken within Hong Kong should be covered (CSR 721(8)).

1. 申請人所提供的資料，將用於處理發還交通費及其他相關事的用途。各局局長、部門首長、職系首長及/或獲指派負責處理發還交通費及有關事宜的人員，都可以得知這些資料。

The information provided by the claimant will be used for processing reimbursement of travelling expenses and other related purposes. It may be disclosed to Heads of Bureau/Department/Grade and/or their designated officer(s) who are required to

handle reimbursement of travelling expenses and other related matters.

1. 如申請人未能提供一切所需的資料，負責人員將無法處理此項申請。

The application will not be processed if the claimant fails to provide all the information requested.

1. 申請人有權按照個人資料（私隱）條例所規定，要求查閱或改正填報於本申請表內的個人資料。申請人可以書面形式向專責處理查閱/改正資料的負責人提出要求。詳情請參閱有關部門通告/內部通告。

The claimant has the right to request access to or correction of personal data provided in this application form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the officers designated for handling data access/correction requests as promulgated in relevant departmental/internal circulars.