

Attachment 附件

2017 Transportation Reimbursement Procedure 領取二零一七年車馬費辦法

Please note new requirement for transportation reimbursement

請注意本年度領取車馬費條件

1. Post approved for a one time 2017 transportation reimbursement of \$25.00 for members who have **15 or more years** of good standing membership with our Post as of June 1, 2017.
本會通過本年度會員出席會議車馬費，凡會員入會**超過十五年**者（一二零零一年六月一日前入會，以本會記錄為準），每人二十五元。
2. This one time reimbursement must be claimed by the member, following conditions listed under paragraph 3 below. Any reimbursement not claimed after December 31, 2017 shall be automatically forfeited.
此車馬費必須於本年十二月三十一日前領取，逾時作廢。車馬費領取辦法照下列第三項處理。
3. There are four ways for members to claim the 2017 Transportation Reimbursement :
 - a. Members can personally visit the Post (Office hours 2:00 pm to 4:00 pm daily)
 - b. Members can personally call the Post (212-925-5528 2:00 pm to 4:00 pm daily)
 - c. Members can submit in writing request for the reimbursement (Address: 191 Canal St., NYC, NY 10013)
 - d. Members can email to Post (email: post1291@yahoo.com)

車馬費領取辦法如下：

- a. 會員可以親臨本會辦理，辦公時間為每日下午二時至四時。
 - b. 會員可以致電本會辦理，電話號碼為 212-925-5528 辦公時間為每日下午二時至四時。
 - c. 會員可以致函本會辦理，地址：191 Canal St., NYC, NY 10013。
 - d. 會員可以電郵本會辦理，電郵地址：post1291@yahoo.com
4. Member wishes to substitute the 2017 transportation reimbursement for the LY 2017-2018 membership dues should following paragraph 3 above and indicate such. This is the recommended method to all members as it will reduce administrated time, increase efficiency and cut down on postage cost for our Post.
為節省大家時間、增進本會工作效率及減少郵資費用起見，本會鼓勵會員以二零一七年車馬費代繳二零一七至二零一八年度會費，請照上述四項方法通知本會辦理。