### Guidelines for Client Travel

Client Travel Requests (TRs) should be created with the following details:

Please ask client to complete TDD registration here, [TDD Registration](#).

We advise that clients arrive in Tokyo on **May 20, 2018** and depart Tokyo on **May 26, 2018**.

#### Travel Request

- Trip Type: **Operational** > **Group**
- Trip Type: **Operational** > **Conference/ Seminar** (UPI number required)
- Reason for Trip: **TDD- Inclusive Resilient Cities**
- Charge code: **IO 2089113 TLDC Knowledge**
- TDLC will make all arrangements for local travel and lodging in Japan

Click here for [Group Travel Process Guideline](#).

#### Flight Booking

- Economy Class
- Please ensure that TR is approved and visa has been obtained before issuing the ticket

#### Hotel Booking

A block of rooms has been reserved for participants:

- **Check-in:** May 20, 2018  
  **Check-out:** May 26, 2018
- Accommodation expense from **May 20 - May 26, 2018** is covered by the master account, for single occupancy room only
- Participants are personally responsible to pay for any incidental charges upon check out
- If participants are required to check in a day before or check out a day after the above mentioned date due to flight availability, please contact Ms. Ayako Hyakubu and Ms. Chiyuki Mifuji at tdlctdd@worldbank.org and state the reason in the comment in Travel Request

#### Travel Advanced & Reimbursement

Cash advance can be provided, however the expense reimbursed must be on actual basis **with receipts**. Please ask your clients to keep **receipts** of their expenses such as meals and in/out transportation.

Most meals are provided within the program, but when not being provided, the reimbursement should not exceed the following amount:

- **Lunch** $15
- **Dinner** $30
- Transport to/from Narita Airport $40 (Limousine Bus)
- Transport to/from Heneda Airport $60, by taxi

*Please note that these amounts are only **GUIDELINES**. Reimbursement should be made against receipts only.

Click here for [Group Travel Advanced Guideline](#).