Guidelines for Task Team Leader Travel

Please complete your registration to the TDD here, [TDD Registration](#).

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

| Travel Request | • Expected date of arrival in Tokyo 5/20, departure on 5/26  
• Trip Type: Operational > Mission  
• 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 |
| Flight Booking | • Class of travel: business class lowest fare option  
• 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  
• There is no need for you to make separate hotel arrangement  
• 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. |
| Reimbursement | Since most meals are provided within the program, please remember to remove those meals from your SOE. |