





## 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**.

<p><b>Travel Request</b></p> 	<ul style="list-style-type: none"><li>• Expected date of arrival in Tokyo <b>5/20</b>, departure on <b>5/26</b></li><li>• Trip Type: Operational &gt; <b>Mission</b></li><li>• Reason for Trip: <b>TDD- Inclusive Resilient Cities</b></li><li>• Charge code: <b>IO 2089113 TLDC Knowledge</b></li><li>• TDLC will make all arrangements for local travel and lodging in Japan</li></ul>
<p><b>Flight Booking</b></p> 	<ul style="list-style-type: none"><li>• Class of travel: business class lowest fare option</li><li>• Please ensure that TR is approved and visa has been obtained before issuing the ticket</li></ul>
<p><b>Hotel Booking</b></p> 	<p>A block of rooms has been reserved for participants:</p> <ul style="list-style-type: none"><li>• Check-in: May 20, 2018</li><li>• Check-out: May 26, 2018</li><li>• There is no need for you to make separate hotel arrangement</li><li>• Accommodation expense from <b>May 20 – May 26, 2018</b> is covered by the master account, for single occupancy room only</li><li>• Participants are personally responsible to pay for any incidental charges upon check out</li><li>• If participants are required to <u>check in a day before or check out a day after the above mentioned date</u> due to flight availability, please contact Ms. Ayako Hyakubu and Ms. Chiyuki Mifuji at <a href="mailto:tdlctdd@worldbank.org">tdlctdd@worldbank.org</a> and state the reason in the comment in Travel Request.</li></ul>
<p><b>Reimbursement</b></p> 	<p>Since most meals are provided within the program, please remember to remove those meals from your SOE.</p>