**Guidelines for Task Team Leader and Resource Experts Travel**

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

We advise that you arrive in Tokyo on **Oct 29, 2017** and depart Tokyo on **Nov 4, 2017**.

| Travel Request | • Expected date of arrival in Tokyo **10/29**, departure on **11/4**
|                | • Trip Type: Operational > **Mission**
|                | • Reason for Trip: **TDD- Competitive 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: Oct 29, 2017       • Check-out: Nov 4
|                | • There is no need for you to make separate hotel arrangement
|                | • Accommodation expense from **Oct 29 - Nov 4, 2017** 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. Chiyuki Mifuji at cmifuji@worldbank.org and Yumi Sarumaru ysarumaru@worldbank.org And state the reason in the comment in Travel Request. |
| Reimbursement  | Participants are allowed to claim actual expense only, **with receipt**. 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 |