





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**.

<p>Travel Request</p> 	<ul style="list-style-type: none"> • 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
<p>Flight Booking</p> 	<ul style="list-style-type: none"> • Class of travel: business class lowest fare option • Please ensure that TR is approved and visa has been obtained before issuing the ticket
<p>Hotel Booking</p> 	<p>A block of rooms has been reserved for participants:</p> <ul style="list-style-type: none"> • 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.
<p>Reimbursement</p> 	<p>Participants are allowed to claim actual expense only, <u>with receipt</u>. Most meals are provided within the program, but when not being provided, the reimbursement should not exceed the following amount:</p> <ul style="list-style-type: none"> • Lunch \$15 • Dinner \$30 • Transport to/from Narita Airport \$40 (Limousine Bus) • Transport to/from Heneda Airport \$60, by taxi