





## Guidelines for Task Team Leader Travel

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

We advise that you arrive in Tokyo on **July 10, 2018** and depart Tokyo on **July 16, 2018**.

<p><b>Travel Request</b></p> 	<ul style="list-style-type: none"> <li>• Expected date of arrival in Tokyo <b>6/10</b>, departure on <b>6/16</b></li> <li>• Trip Type: Operational &gt; <b>Mission</b></li> <li>• Reason for Trip: <b>TDD- Cultural Heritage and Sustainable Tourism</b></li> <li>• Charge code: <b>50% -IO 2089112 TLDC City Partnership Program</b> <b>50% -IO 2089113 TLDC Knowledge</b></li> <li>• TLDC 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: June 10, 2018      • Check-out: June 16, 2018</li> <li>• There is no need for you to make separate hotel arrangement</li> <li>• Accommodation expense from <b>June 10 – June 16, 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. Yumi Sarumaru 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>