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**.

| Travel Request | • Expected date of arrival in Tokyo **6/10**, departure on **6/16**  
|                | • Trip Type: Operational > **Mission**  
|                | • Reason for Trip: **TDD- Cultural Heritage and Sustainable Tourism**  
|                | • Charge code: **50%-IO 2089112 TLDC City Partnership Program 50%-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: June 10, 2018  
|               | • Check-out: June 16, 2018  
|               | • There is no need for you to make separate hotel arrangement  
|               | • Accommodation expense from **June 10 - June 16, 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. Yumi Sarumaru and Ms. Chiyuki Mifuji at [tdlc.tdd@worldbank.org](mailto:tdlc.tdd@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. |