





## Guidelines for Client travel

Client Travel Requests (TRs) should be created with the following details:

Please ask client to complete TDD registration here, [TDD Registration](#)

We advise that clients arrive in Tokyo on **Nov 12, 2017** and depart Tokyo on **Nov 18, 2017**.

<p><b>Travel Request</b></p> 	<ul style="list-style-type: none"> <li>• Trip Type: Operational &gt; <b>Group</b></li> <li style="text-align: center;"><b>OR</b></li> <li>• Trip Type: Operational &gt; <b>Conference/ Seminar</b> (UPI number required)</li> <li>• Reason for Trip: <b>TDD- IT for Land</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>Click here for <a href="#">Group Travel Process Guideline</a></p>
<p><b>Flight Booking</b></p> 	<ul style="list-style-type: none"> <li>• Economy Class</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: Nov 12, 2017</li> <li>• Check-out: Nov 18, 2017</li> <li>• Accommodation expense from <b>Nov 12 – Nov 18, 2017</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 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 <a href="mailto:cmifuji@worldbank.org">cmifuji@worldbank.org</a> and Ms. Yumi Sarumaru <a href="mailto:ysarumaru@worldbank.org">ysarumaru@worldbank.org</a>. And state the reason in the comment in Travel Request</li> </ul>
<p><b>Travel Advanced &amp; Reimbursement</b></p> 	<p>Cash advance can be provided, however the expense reimbursed must be on actual basis <b>with receipts</b>. Please ask your clients to <b>keep receipts</b> of their expenses such as meals and in/out transportation.</p> <p>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"> <li>• Lunch \$15</li> <li>• Dinner \$30</li> <li>• Transport to/from Narita Airport \$40 (Limousine Bus)</li> <li>• Transport to/from Heneda Airport \$60, by taxi</li> </ul> <p>*Please note that these amounts are only <u>GUIDELINES</u>. Reimbursement should be made against receipts only.</p> <p>Click here for <a href="#">Group Travel Advanced Guideline</a></p>