# 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 **Nov 12, 2017** and depart Tokyo on **Nov 18, 2017**.

| Travel Request | • Expected date of arrival in Tokyo **11/12**, departure on **11/18**  
|               | • Trip Type: Operational > **Mission**  
|               | • Reason for Trip: **TDD- IT for Land**  
|               | • 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: Nov 12, 2017  
|               | • Check-out: Nov 18, 2017  
|               | • There is no need for you to make separate hotel arrangement  
|               | • Accommodation expense from **Nov 12 - Nov 18, 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 Ms. 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 |