





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 **Sep 24,2017** and depart Tokyo on **Sep 30, 2017**.

<p>Travel Request</p> 	<ul style="list-style-type: none"> • Expected date of arrival in Tokyo 09/24, departure on 09/30 • Trip Type: Operational > Mission • Reason for Trip: TDD-IUWM • Charge code for <ul style="list-style-type: none"> ○ TTLs: IO 2089113 TLDC Knowledge ○ Resource Experts, External: AA-P146124-GKRD-TF0A1219 ○ Resource Experts, WBG Staff: AA-P146124-GKRD-TF0A1217 • 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: Sep 24, 2017 • Check-out: Sep 30 • There is no need for you to make separate hotel arrangement • Accommodation expense from Sep 24 - 30, 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>Most meals are provided within the program, participants are allowed to claim actual expense only, <u>with receipt</u>, on non-TDD days, 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