





## Guidelines for Client travel

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

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

We advise that clients arrive in Tokyo on **Sep 24, 2017** and depart Tokyo on **Sep 30, 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 require)</li> <li>• Reason for Trip: <b>TDD-IUWM</b></li> <li>• Charge code: <b>AA-P146124-GKRD-TF0A1219</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: Sep 24, 2017                      • Check-out: Sep 30</li> <li>• Accommodation expense from <b>Sep 24 - 30, 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 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 to group trip participants for per diem (actual expense) and in/out transportation cost.</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"> <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>Click here for <a href="#">Group Travel Advanced Guideline</a></p>