**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**.

| Travel Request | • Expected date of arrival in Tokyo **09/24**, departure on **09/30**  
|                | • Trip Type: Operational > **Mission**  
|                | • Reason for Trip: **TDD-IUWM**  
|                | • Charge code for  
|                | o **TTLs**: IO 2089113 TLDC Knowledge  
|                | o **Resource Experts, External**: AA-P146124-GKRD-TF0A1219  
|                | o **Resource Experts, WBG Staff**: AA-P146124-GKRD-TF0A1217  
|                | • 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: 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.  
| Reimbursement  | Most meals are provided within the program, participants are allowed to claim actual expense only, with receipt, on non-TDD days, 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  

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