





## 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 Dec 10, 2017, transfer from Tokyo (Haneda Airport) to Seoul on Dec 13 and depart Seoul (Incheon Airport) to your country on Dec17, 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- Metro Lab</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 while KRIHS will do that in Korea</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> <li>• <b>For the flight from Tokyo to Seoul, please be sure to book one of the flight options below;</b> <ol style="list-style-type: none"> <li>a) OZ 1035 (HND 20:05-GMP 22:35)</li> <li>b) NH 867 (HND 20:00-GMP 22:30)</li> <li>c) KE 2710 (HND 19:55-GMP 22:35)</li> <li>d) JL 095 (HND 19:45-GMP 22:20)</li> </ol> </li> </ul> <p>If any of above is not available, please book a flight which leaves Tokyo (Haneda) <b>between 6-10pm</b></p>
<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: Dec 10, 2017</li> <li>• Check-out: Dec 17</li> <li>• Accommodation expense from <b>Dec 10 – Dec 17, 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> </ul> <p><b>For Tokyo Part (Check-in Dec 10, Check-out Dec 13)</b></p> <ul style="list-style-type: none"> <li>• If participants are required to check in a day before the above mentioned date due to flight availability, please contact <b>Ms. Chiyuki Mifuji</b> at <a href="mailto:cmifuji@worldbank.org">cmifuji@worldbank.org</a> and <b>Ms. Yumi Sarumaru</b> <a href="mailto:ysarumaru@worldbank.org">ysarumaru@worldbank.org</a> and state the reason in the comment in Travel Request.</li> </ul> <p><b>For Korea Part (Check-in Dec 13, Check-out Dec 17)</b></p> <ul style="list-style-type: none"> <li>• If participants are required to check out a day after the above mentioned date due to flight availability, please contact <b>Mr. Taehoon Ha (KRIHS)</b> <a href="mailto:thha@krihs.re.kr">thha@krihs.re.kr</a> or <b>Ms. Ji-Yoon Yoon (KRIHS)</b> <a href="mailto:jyoon@krihs.re.kr">jyoon@krihs.re.kr</a> and state the reason in the comment in Travel Request.</li> </ul>

	<p>*If you wish to stay longer than the original schedule for reasons not related to the event, you must pay for the lodging at your own expense. We are willing to help find a place to stay upon your request.</p>
<p style="text-align: center;"><b>Travel Advanced &amp; Reimbursement</b></p> 	<p>Cash advance can be provided, however the expense reimbursed for Tokyo part must be on actual basis <b>with receipts</b>. Please ask your clients to <u>keep receipts</u> 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 or Train)</li> <li>• Transport to/from Heneda Airport \$60, by taxi</li> <li>• Transport to/from Gimpo Airport \$50, by tax</li> </ul> <p>*Please note that these amounts are only <u>GUIDELINES</u>. Reimbursement for Tokyo part should be made against receipts only.</p> <p>Meals will be provided as below;</p> <ul style="list-style-type: none"> <li>• Dec 11 Breakfast (at TDLC), Lunch and Dinner</li> <li>• Dec 12 Breakfast (hotel) and Lunch</li> <li>• Dec 13 Breakfast (hotel) and Lunch</li> <li>• Dec 14 Breakfast (hotel), Lunch and Dinner</li> <li>• Dec 15 Breakfast (hotel), Lunch</li> <li>• Dec 16 Breakfast (hotel), Lunch</li> <li>• Dec 17 Breakfast (hotel)</li> </ul> <p>(Korea)</p> <p>Most meals are provided within the program, but when not being provided, each participant will get a per diem for the necessary expenses (public transportation, airport limousine) (approximately \$35 per day)</p> <p>&lt;Approximate cost for your reference&gt;</p> <ul style="list-style-type: none"> <li>• Lunch \$15</li> <li>• Dinner \$30</li> <li>• Transport to/from Gimpo Airport (\$7 by Limousine Bus) or (\$30 by taxi)</li> <li>• Transport to/from Incheon Airport (\$15 by Limousine Bus) or (\$50 by taxi)</li> </ul> <p>Click here for <a href="#">Group Travel Advanced Guideline</a></p>