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 Dec 10, 2017, transfer from Tokyo (Haneda Airport) to Seoul on Dec 13 and depart Seoul (Incheon Airport) to your country on Dec 17, 2017.

| Travel Request | • Expected date of arrival in Tokyo 12/10, departure to Seoul GMP on 12/13, departure from Seoul on 12/17
|                | • Trip Type: Operational > Mission
|                | • Reason for Trip: TDD- Metro Lab
|                | • Charge code: IO 2089113 TLDC Knowledge
|                | • TDLC will make all arrangements for local travel and lodging in Japan while KRIHS will do that in Korea

| 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
|                | • For the flight from Tokyo to Seoul, please be sure to book one of the flight options below;
|                | a) OZ1035 (HND 20:05-GMP 22:35)
|                | b) NH 867 (HND 20:00-GMP 22:30)
|                | c) KE 2710 (HND 19:55-GMP 22:35)
|                | d) JL 095 (HND 19:45-GMP 22:20)
|                | If any of above is not available, please book a flight that leaves Tokyo (Haneda) between 6-10pm

| Hotel Booking | A block of rooms has been reserved for participants:
|                | • Check-in: Dec 10, 2017
|                | • Check-out: Dec 17
|                | • There is no need for you to make separate hotel arrangement
|                | • Accommodation expense from Dec 10 - Dec 17, 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

For Tokyo Part (Check-in Dec 10, Check-out Dec 13)

If participants are required to check in a day before 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.

For Korea Part (Check-in Dec 13, Check-out Dec 17)

If participants are required to check out a day after the above mentioned date due to flight availability, please contact Mr. Taehoon Ha (KRIHS) thha@krihs.re.kr or Ms. Ji-Yoon Yoon (KRIHS) jyyoon@krihs.re.kr and state the reason in the comment in Travel Request.

WORLD BANK GROUP
Social, Urban, Rural & Resilience

Government of Japan

Tokyo Development Learning Center
World Bank Task Team Leaders are allowed to claim per diem. Please **deduct** meals provided by the organizer including:

- Dec 11 Breakfast (at TDLC), Lunch and Dinner
- Dec 12 Breakfast (hotel) and Lunch
- Dec 13 Breakfast (hotel) and Lunch
- Dec 14 Breakfast (hotel), Lunch and Dinner
- Dec 15 Breakfast (hotel), Lunch
- Dec 16 Breakfast (hotel), Lunch
- Dec 17 Breakfast (hotel)

<Approximate cost for your reference>

(Japan)
- Lunch $15
- Dinner $30
- Transport to/from Narita Airport $40 (Limousine Bus or Train)
- Transport to/from Heneda Airport $60, by taxi

(Korea)
- Lunch $15
- Dinner $30
- Transport to/from Gimpo Airport ($7 by Limousine Bus) or ($30 by taxi)
- Transport to/from Incheon Airport ($15 by Limousine Bus) or ($50 by taxi)