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 <u>Dec 10</u>, 2017, transfer from Tokyo (Haneda Airport) to Seoul on <u>Dec 13</u> and depart Seoul (Incheon Airport) to your country on <u>Dec17</u>, 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) OZ 1035 (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.

Reimbursement	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 • Transport to/from Narita Airport $40 (Limousine Bus or Train) • Dinner $30 • Transport to/from Heneda Airport $60, by taxi (Korea) • Lunch $15 • Transport to/from Gimpo Airport ($7 by Limousine Bus) or ($30 by taxi) • Dinner $30 • Transport to/from Incheon Airport ($15 by Limousine Bus) or ($50 by taxi)