**Guidelines for Task Team Leader Travel**

Please complete your registration to the TDD here, [TDD Registration](#).

We advise that you arrive in Tokyo on **Apr 22, 2018** and depart Tokyo on **Apr 28, 2018**.

| Travel Request | • Expected date of arrival in Tokyo **4/22**, departure on **4/28**
| | • Trip Type: Operational > **Mission**
| | • Reason for Trip: **TDD- Inclusive Resilient Cities**
| | • Charge code: **IO 2089113 TLDC Knowledge**
| | • 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: Apr 22, 2018 • Check-out: Apr 28, 2018
| | • There is no need for you to make separate hotel arrangements
| | • Accommodation expense from **Apr 22 - Apr 28, 2018** 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. Ayako Hyakubu and Ms. Chiyuki Mifuji at tdlctdd@worldbank.org and state the reason in the comment in Travel Request.

| Reimbursement | Since most meals are provided within the program, please remember to remove those meals from your SOE. |