





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**.

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| <p>Travel Request</p>  | <ul style="list-style-type: none">• 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 |
| <p>Flight Booking</p>  | <ul style="list-style-type: none">• Class of travel: business class lowest fare option• Please ensure that TR is approved and visa has been obtained before issuing the ticket |
| <p>Hotel Booking</p>  | <p>A block of rooms has been reserved for participants:</p> <ul style="list-style-type: none">• Check-in: Apr 22, 2018• Check-out: Apr 28, 2018• There is no need for you to make separate hotel arrangement• 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 <u>check in a day before or check out a day after the above mentioned date</u> 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. |
| <p>Reimbursement</p>  | <p>Since most meals are provided within the program, please remember to remove those meals from your SOE.</p> |