





Guidelines for Task Team Leader Travel

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

We advise that you arrive in Tokyo on **Mar 11, 2018** and depart Tokyo on **Mar 17, 2018**.

<p>Travel Request</p> 	<ul style="list-style-type: none"> • Expected date of arrival in Tokyo 3/11, departure on 3/17 • Trip Type: Operational > Mission • Reason for Trip: TDD- Seismic Risk • Charge code: AA-P155077-GKRD-TF0A2148 • 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: Mar 11, 2018 • Check-out: Mar 17, 2018 • There is no need for you to make separate hotel arrangement • Accommodation expense from Mar 11 – Mar 17, 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 TDLC TDD Team at dlctdd@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>