# 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**.

| **Travel Request** | • 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 |
| **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: 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 check in a day before or check out a day after the above mentioned date due to flight availability, please contact TDLC TDD Team 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. |