





Guidelines for Client Travel

Client Travel Requests (TRs) should be created with the following details:

Please ask client to complete TDD registration here, [TDD Registration](#)

We advise that clients arrive in Tokyo on **September 23, 2018** and depart on **September 29, 2018**.

<p>Travel Request</p> 	<ul style="list-style-type: none"> • Trip Type: Operational > Group OR • Trip Type: Operational > Conference/ Seminar (UPI number required) • Reason for Trip: TDD- Solid Waste Management Charge code: 70% -IO 2089113 TLDC Knowledge 30% -IO 2089112 TLDC City Partnership Program • TDLC will make all arrangements for local travel and lodging in Japan <p>Click here for Group Travel Process Guideline</p>
<p>Flight Booking</p> 	<ul style="list-style-type: none"> • Economy Class • Please ensure that TR is approved and visa has been obtained before issuing the ticket • Please send clients' TR number and flight details, once available, to tdlctdd@worldbank.org for confirmation
<p>Hotel Booking</p> 	<p>A block of rooms has been reserved for participants:</p> <ul style="list-style-type: none"> • Check-in: Sep.23, 2018 • Check-out: Sep.29, 2018 • Accommodation expense from September 23 – September 29, 2018 will be paid directly by TDLC, 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. Yumi Sarumaru and Ms. Chiyuki Mifuji at tdlctdd@worldbank.org and state the reason in the comment in Travel Request • Please send in <u>cancellation notice</u> at least 3 days before the arrival date.
<p>Travel Advanced & Reimbursement</p> 	<p>Cash advance can be requested during TR creation, however the expense reimbursed must be on actual basis <u>with receipts</u>. Please ask your clients to <u>keep receipts</u> of their expenses such as meals and in/out transportation.</p> <p>Most meals are provided within the program, but when not being provided, the reimbursement should not exceed the following amount:</p> <ul style="list-style-type: none"> • Lunch \$15 • Transport to/from Narita Airport \$40 (Limousine Bus) • Dinner \$30 • Transport to/from Heneda Airport \$60, by taxi <p>*Please note that these amounts are only <u>GUIDELINES</u>. Reimbursement should be made against receipts only.</p> <p>Click here for Group Travel Advanced Guideline</p>