# 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**.

## Travel Request

- **Trip Type:** Operational > Group  
- **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

Click here for [Group Travel Process Guideline](#).

## Flight Booking

- 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.

## Hotel Booking

A block of rooms has been reserved for participants:  
- **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 **check in a day before or check out a day after** the above-mentioned date 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 cancellation notice at least 3 days before the arrival date.

## Travel Advanced & Reimbursement

Cash advance can be requested during TR creation, however the expense reimbursed must be on actual basis with receipts. Please ask your clients to keep receipts of their expenses such as meals and in/out transportation. Most meals are provided within the program, but when not being provided, the reimbursement should not exceed the following amount:

- **Lunch:** $15  
- **Dinner:** $30  
- **Transport to/from Narita Airport:** $40 (Limousine Bus)  
- **Transport to/from Heneda Airport:** $60, by taxi

*Please note that these amounts are only GUIDELINES. Reimbursement should be made against receipts only.*

Click here for [Group Travel Advanced Guideline](#).