





Guidelines for Task Team Leader Travel

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

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

<p>Travel Request</p> 	<ul style="list-style-type: none"> • Expected date of arrival in Tokyo 9/23, departure on 9/29 • Trip Type: Operational > Mission • Reason for Trip: TDD- Solid Waste Management • Charge code: 70% -IO 2089113 TLDC Knowledge 30% -IO 2089112 TLDC City Partnership Program <p style="text-align: center;">TDLC will make all arrangements for local travel and lodging in Japan</p>
<p>Flight Booking</p> 	<ul style="list-style-type: none"> • Class of travel: business class lowest fare option for flights over 5 hours • Please ensure that TR is approved and visa has been obtained before issuing the ticket • Please kindly send your 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 • There is no need for you to make separate hotel arrangement • Accommodation expense from Sep 23 – Sep 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>Reimbursement</p> 	<p>Since most meals are provided within the program, please remember to remove those meals from your SOE.</p>