**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 **Feb 12, 2018** and depart Tokyo on **Feb 18, 2018**.

| Travel Request | • Trip Type: Operational > **Group**  
|               | OR  
|               | Trip Type: Operational > **Conference/ Seminar** (UPI number required)  
|               | Reason for Trip: **TDD- Urban Regeneration**  
|               | Charge code: **IO 2089113 TLDC Knowledge**  
|               | 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  

| Hotel Booking | A block of rooms has been reserved for participants:  
|              | • Check-in: Feb 12, 2018  
|              | • Check-out: Feb 18, 2018  
|              | • Accommodation expense from **Feb 12 - Feb 18, 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 Ms. Chiyuki Mifuji at cmifuji@worldbank.org and Ms. Yumi Sarumaru ysarumaru@worldbank.org. And state the reason in the comment in Travel Request  

| Travel Advanced & Reimbursement | Cash advance can be provided, 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](#).