





Guidelines for Task Team Leader Travel

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

We advise that you arrive in Tokyo on **Feb 12, 2018** and depart Tokyo on **Feb 18, 2018**.

<p>Travel Request</p> 	<ul style="list-style-type: none"> • Expected date of arrival in Tokyo 2/12, departure on 2/18 • Trip Type: Operational > Mission • Reason for Trip: TDD- Urban Regeneration • Charge code: IO 2089113 TLDC Knowledge • TDLC will make all arrangements for local travel and lodging in Japan
<p>Flight Booking</p> 	<ul style="list-style-type: none"> • Class of travel: business class lowest fare option • Please ensure that TR is approved and visa has been obtained before issuing the ticket
<p>Hotel Booking</p> 	<p>A block of rooms has been reserved for participants:</p> <ul style="list-style-type: none"> • Check-in: Feb 12, 2018 • Check-out: Feb 18, 2018 • There is no need for you to make separate hotel arrangement • 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 <u>check in a day before or check out a day after the above mentioned date</u> 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.
<p>Reimbursement</p> 	<p>Since most meals are provided within the program, please remember to remove those meals from your SOE.</p>