



Shell

Experienced Hire Final Assessment

Travel Information – China (Beijing)

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WELCOME TO SHELL – INTRODUCTION

Well done progressing to the Final Assessment! We look forward to meeting you soon and finding out more about your background and great experiences. This guide should help you arrange your travel and answer any questions you have regarding travel arrangements. If you do have any further questions or queries, please do not hesitate to contact your scheduling coordinator. We wish you the best of luck with your assessment on the day! Thanks for applying to Shell.

Please click [here](#) to watch a video about Shell's Employee Value Proposition.

TRAVEL AND LOCAL INFORMATION

YOUR SAFETY

At Shell we care about your safety and are committed to ensuring that Health, Safety, Security and Environment (HSSE) features as a key element of our recruitment events. With this in mind, we have produced some safety advice to help you stay safe during your visit. Please be sure to read our [safety guide](#).

If you need to fly to your assessment location, our travel agency Carlson Wagonlit Travel (CWT) will book and arrange payment for your flights or train. To arrange travel you must complete an authorization form. Once a date for the assessment is confirmed the Scheduling Coordinator will send you the authorization form.

JOURNEY MANAGEMENT PLAN

In keeping with Shell's commitment to safety, please complete the [Candidate Journey Management Plan](#) and return to your scheduling coordinator no later than 48 hours before your assessment.

PERSONAL INSURANCE

It is your responsibility to arrange any appropriate travel insurance. Shell is unable to accept liability for loss or damage to any items of luggage. It is advisable to take out appropriate cover with your travel agent but you will need to cover the cost of this yourself.

ASSESSMENT VENUE

BEIJING (北京):

Tower 2, China World Trade Center, No. 1, Jian Guo Men Wai Avenue, Beijing 100004, P.R.China

壳牌（中国）有限公司

办公地址：北京市朝阳区建国门外大街1号，国贸大厦2座33层



DIRECTION

Beijing: Guomao station, subway line 10/subway line 1

地铁:

地铁10号线金台夕照站下车

ASSESSMENTVENUE

BEIJING (北京):

7/F , World Financial Center, No.1 , East 3rd Ring Middle Road, Beijing100004, P.R.China

壳牌（中国）有限公司

办公地址：北京市朝阳区环球金融中心东塔7楼



DIRECTION

Beijing: Guomao station, subway line 10/subway line 1

地铁:

地铁10号线金台夕照站下车

ACCOMMODATION

Your hotel accommodation has automatically been booked for you under your name and paid for by Shell, this includes the cost of your breakfast. All incidental charges such as telephone calls will be for your own account. Please settle these upon departure. If you wish to stay longer, this will be at your own expense.

If you do not wish to stay in the hotel room or wish to cancel your booking prior to the Final Assessment, please notify your Scheduling Coordinator as soon as possible otherwise, we will be charged for your non-arrival.

You should check out of your hotel before the Final Assessment.

LIST OF HOTELS

Beijing

- Jinglun hotel
- Traders Hotel
- Jianguo Hotel

1. XP Candidate Travel Booking Process 候选人差旅预定流程

壳牌差旅服务中心

中航嘉信商务旅行管理有限公司 (CWT)

地址：北京朝阳区高碑店乡八里庄村陈家林甲 2 号 B 座 201 室

电话：4006780682

邮箱：shelldom.cn@contactcwt.com

酒店住宿和机票

壳牌为非FA城市居住者的候选人提供机票（国际机票需报批）和住宿（如适用）。

面试邀请中假定你居住地址为申请表格内填写地址。如有变动，请联系Candidate Coordinator。

请遵循下列预定步骤：

在收到面试邀请邮件之后24小时内，将附件中Travel Approval Form转发给中航嘉信商务旅行管理有限公司at shelldom.cn@contactcwt.com 并抄送给candidate coordinator。请在邮件中提供下列详细信息：

- 1) 身份证的姓名：XXX
- 2) 身份证号码/护照号码：XXX
- 3) 国籍：XXX
- 4) 邮件地址：XXX@XXX.com
- 5) 手机号码：XXXXX

你的旅途行程将直接由CWT安排出票，你将在两个工作日内收到载有详细信息的确认函。

2. Candidate Reimbursement Guideline 候选人报销指南

报销范围

1. 交通 (仅限于以下地点之间的往返路费)
目的地车站/机场 ↔ 公司
2. 酒店住宿费 (如果适用)

报销要求

您需要提供一个可以跨省转账的卡号并请写明开户行的详细信息。

1. 将所有需要报销的票据单面, 平铺不重叠的粘贴在 A4 纸上, 并将此页下端的信息填写完整后, 打印此页, 将票据和本页纸通过邮寄或者快递 (推荐使用) 的形式一起寄回。
请自行保存单据的复印件直至收到报销款。
2. 请提供字迹清晰, 票面完整的发票. 每张交通发票须写明日期及往返地。
3. 如当天不能往返的候选人, 由壳牌员工预订酒店. 酒店费用由本人垫付, 离店时请打印酒店消费明细及开具发票 (两者缺一不可)。发票抬头: 壳牌 (中国) 有限公司。
由于财务政策严格, 所有发票请于两周之内寄回并保证银行账户信息与本人信息相符且核对无误, 如有其中任意一项不符将不予报销, 敬请理解。

特别声明:

1. 酒店住宿费不包括上网费、餐饮费、电话费以及任何形式的客房服务费。
2. 餐费及邮寄发票产生的任何费用不在报销范围之内。
3. 所提供所有发票必须保证其真实有效性, 不得提供虚假发票。

邮寄地址:

北京市朝阳区国贸写字楼 2 座
壳牌 (中国) 有限公司
Karen Liu 收 邮政编码: 100004

*请务必提供完整有效的信息

姓名: _____ 联系方式: _____
银行卡号: [_____]
银行开户行名称: [_____]
银行开户行具体地址: [_____]
银行开户行所在地区邮编: [_____]
银行开户行联行号 (可致电银行获取): [_____]
报销总额: [_____]