



**Shell**

## Experienced Hire Assessment

Travel Information – Nigeria

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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, kindly book your flight upon receiving assessment date confirmation from our Candidate Coordinator and you will be reimbursed based on local travel policy.

#### JOURNEY MANAGEMENT PLAN

In keeping with Shell's commitment to safety, please ensure you adhere to the following general on-the-move safety tips: Avoid night travelling, keep valuables especially jewelries out of sight, and keep your luggage close and at hand. If you reside within Lagos and Port Harcourt depending on the Final Assessment venue, plan to arrive early. When you reside outside the Final Assessment venue, plan to arrive in the evening preceding the Final Assessment day.

Kindly be advised to book one night accommodation in any nice low cost hotel of your choice nearest the assessment centre and you will be reimbursed based on our reimbursement policy. The Candidate Coordinator must be informed of your travel plan so as to advise you accordingly and also plan your reimbursement.

#### PERSONAL INSURANCE

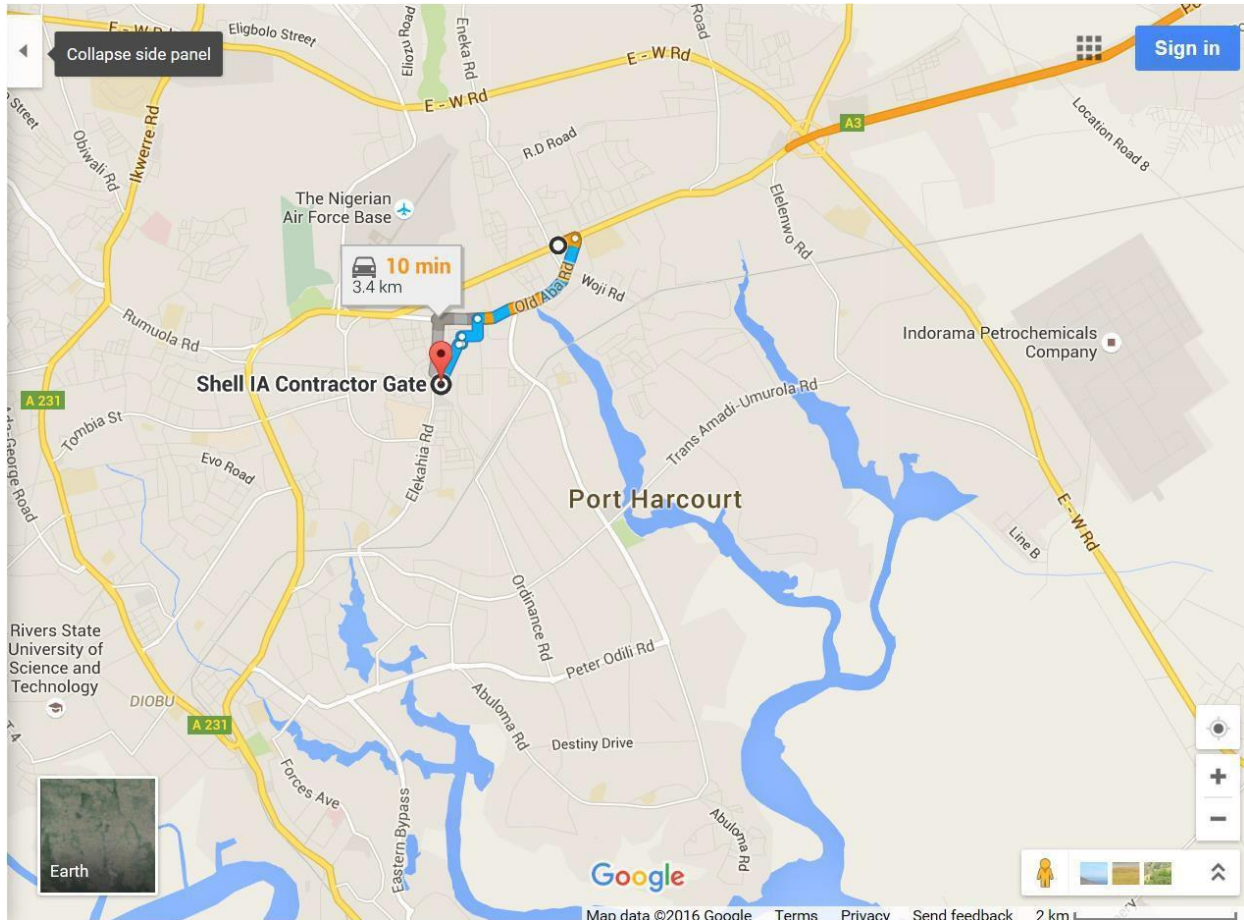
It is your responsibility to arrange any appropriate travel insurance. Shell is unable to accept liability for loss or damage to any items or luggage. It is advisable to take out appropriate cover with your travel agent but you will need to cover the cost of this yourself.

## ASSESSMENT VENUE

### Port Harcourt Office address

PORT HARCOURT OFFICE, RIVERS STATE  
SHELL IA CONTRACTOR GATE  
BENDE STREET, OFF MARKET ROAD

### Map



### Directions to Shell Location Port Harcourt

#### **By Road**

From the Port Harcourt bus terminus in water lines by Aba road, take a cab to market road in Rumuomasi, Shell IA Contractors gate is behind Hotels along market road

#### **By Air**

From the airport at Omagwa, take a cab to market road in Rumuomasi, Shell IA Contractors gate is behind Gibsco Hotels along market road.

## Experienced Hire Assessment – Travel Information

### Lagos Office address

21/22 Marina, Lagos Nigeria.



### Directions to Shell Location Lagos

From any location in Lagos, take a bus/Cap to CMS Central Park. Walk along the road on Marina Street for approximately 5 minutes (350m) from CMS Central Park. Take a left turn (on foot) at the first intersection where there is a traffic light, the building on your right hand is the Freeman house.

## Experienced Hire Assessment – Travel Information

### EXPENSES

#### WHAT YOU CAN CLAIM:

To claim your travel expenses, you will need to complete Candidate Expense Form and return to the Candidate Coordinator before leaving the assessment centre to ensure reimbursement within 30-days after your Final Assessment.

- Please provide all receipts and proof of flight trips (economy) to substantiate your claims. Claims not supported by receipts or documents will not be reimbursed.
- We must have your bank details (including your IBAN number) so that we can reimburse your expenses directly into your bank account. Failure to provide the necessary information will result in payments being delayed.
- Reimbursement (Travel plus Hotel) will be based on the origin point of departure as stated in the expense form and amount will be based on the Reimbursement rate.
- Please allow 3 to 5 weeks for us to process your claim from the date of receipt of your claim.

Nigeria Reimbursement RATES				
NO	STATE	LOCATION	Amounts in Naira	
			LAND RATES	AIR RATES
1	Ogun	Abeokuta	12,050.00	
2	FCT	Abuja	13,140.00	36,500.00
3	Ondo	Akure	10,780.00	
4	Delta	Asaba	8,300.00	
5	Anambra	Awka	8,300.00	
6	Bauchi	Bauchi	14,500.00	
7	Edo	Benin	9,450.00	
8	Kebbi	Birnin - Kebbi	16,300.00	
9	Cross River	Calabar	4,750.00	
10	Yobe	Damaturu	15,900.00	
11	Jigawa	Dutse	15,700.00	
12	Enugu	Enugu	8,750.00	
13	Oyo	Ibadan	11,720.00	
14	Lagos	Lagos	12,000.00	36,500.00
15	Kwara	Ilorin	12,360.00	
16	Taraba	Jalingo	12,970.00	
17	Plateau	Jos	13,420.00	

## Experienced Hire Assessment – Travel Information

18	Kaduna	Kaduna	13,840.00	
19	Kano	Kano	15,940.00	
20	Katsina	Katsina	16,740.00	
21	Abia	Aba	1,000.00	
22	Kogi	Lokoja	10,960.00	
23	Borno	Maiduguri	18,180.00	
24	Benue	Markurdi	10,700.00	
25	Niger	Minna	10,700.00	
26	Osun	Osogbo	11,500.00	
27	Imo	Owerri	4,050.00	
28	Sokoto	Sokoto	17,750.00	
29	Abia	Umuhia	4,300.00	
30	Akwa-Ibom	Uyo	4,330.00	
31	Adamawa	Yola	15,600.00	
32	Delta	Warri	4,300.00	
33	Kaduna	Zaria	14,840.00	
34	Bayelsa	Yenagoa	4,300.00	
35	Ekiti	Ado-Ekiti	10,780.00	
36	Zamfara	Gusau	17,750.00	
37	Ebonyi	Abakaliki	8,750.00	
38	Nasarawa	Lafia	15,900.00	
39	Rivers	Port Harcourt	500.00	
40	Rivers	Bonny	1,000.00	

\*\*\* These rates are currently be review and may change.

Expenses will only be reimbursed for claims listed on the 'expense matrix'. The invitation assumes you are living at the address currently stated on your application form. If this has changed, please contact your Coordinator.

- In the hotel, you are responsible for paying all incidental charges such as telephone calls. Please settle these charges when you check out.
- First-class fares will not be reimbursed.

Failure to provide all details requested could result in a delay in the reimbursement of expenses. Please make sure you make copies of your expenses and keep them until you have been reimbursed.