



Shell

Experienced Hire Assessment

Travel Information – Gabon

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Experienced Hire Assessment – Travel Information

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 coordinator will book and arrange payment for your flights and taxis once a date for the assessment is confirmed.

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.

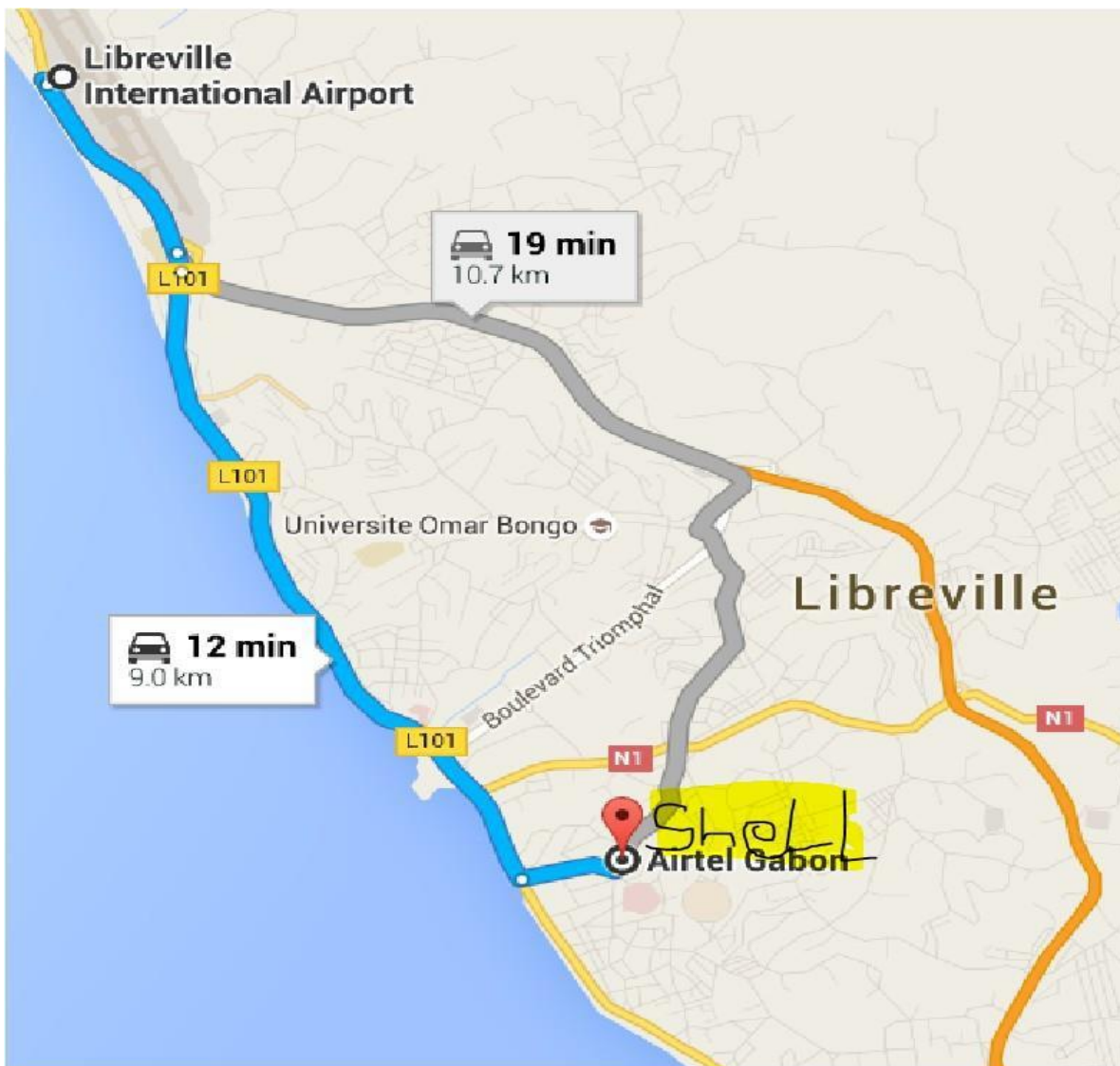
ASSESSMENT VENUE

Office address

Libreville: GML Building (Gabon Mining Logistic)

Tel: +241 04180401

Map



Directions to Shell Location

From the airport, take a cab to GML (Gabon Mining Logistic Building) informing the Driver to take you to Airtel Gabon. Shell offices share the same building with Airtel Gabon in GML.

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

It is advisable to bring an alarm clock with you.

You should vacate your room before the Final Assessment.

One night of accommodation before the Final Assessment, plus breakfast, will be booked for you under your name. Shell will be invoiced directly for this. If you wish to stay longer, this will be at your own expense.

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EXPENSES

WHAT YOU CAN CLAIM:

To claim your travel expenses, you will need to complete the [Candidate Expense Form](#) and send it to careers@shell.com within 60-days after your Final Assessment.

- Please ensure to provide all MANDATORY requirements below:
 - ✓ All receipts and proof of purchase to substantiate your claims. Claims not supported by receipts or documents will not be reimbursed.
 - ✓ PDF/Screenshot copy of your Statement of Account/ Bank details showing correct details of the following so that we can reimburse your expenses directly into your bank account
 - Bank Name
 - Bank Account Number
 - Sort Code/ Bank Key
 - SWIFT/BIC Code
 - IBAN code
- Failure to provide the necessary information will result in payments being delayed to your base country currency.
- As this is a One-Time Payment process, please note that you are only entitled to reimburse once.
- Please allow 3 to 5 weeks for us to process your claim from the date of receipt of your claim.

Expense Matrix

Accommodation	Shell will pay the hotel directly for a one night stay or reimbursed if Candidate pays for their hotel at the rate of 89,000 XAF. If you wish to stay longer, this will be at your own expense.								
Air fare	If you need to fly to the interview location, please contact your Recruitment Advisor to arrange and book your flights through our accredited travel agency. Your economy return ticket will be booked and paid for by Shell. This has to be pre-approved.								
Car/Bus fare	Shell will book the car and pay directly or reimburse if Candidates buy their own car/bus tickets and present their receipts.								
Meals	<p>If you require lunch/evening meal during your stay for the purpose of the Final Assessment, both lunch and the evening meal can be reimbursed by Shell upon production of receipts.</p> <table border="1"><tr><td></td><td>XAF</td></tr><tr><td>Breakfast</td><td>1200</td></tr><tr><td>Lunch</td><td>2000</td></tr><tr><td>Dinner</td><td>2000</td></tr></table>		XAF	Breakfast	1200	Lunch	2000	Dinner	2000
	XAF								
Breakfast	1200								
Lunch	2000								
Dinner	2000								

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WHAT YOU CANNOT CLAIM:

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 Recruitment Advisor.

- First-class fares will not be reimbursed.
- Health or travel insurances will not be reimbursed.
- Extra night/s in the hotel will require pre-approval.
- In the hotel, you are responsible for paying all the incidental charges marked below. Please settle these charges when you check out.
 - telephone call
 - internet use
 - pay TV
 - newspaper
 - items from the mini bar
 - laundry
 - courier charges
 - alcoholic beverages

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. Should you still have any further questions, please ask your Recruitment Advisor.