



Shell

Experienced Hire Assessment

Travel Information– Bacton

CONTENTS

Welcome to Shell – Introduction	3
Travel and Local Information	3
Your Safety.....	3
Journey Management Plan.....	3
Personal Insurance.....	3
Visa Requirements.....	3
Assessment Venue	5
Expenses	8

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.

VISA REQUIREMENTS

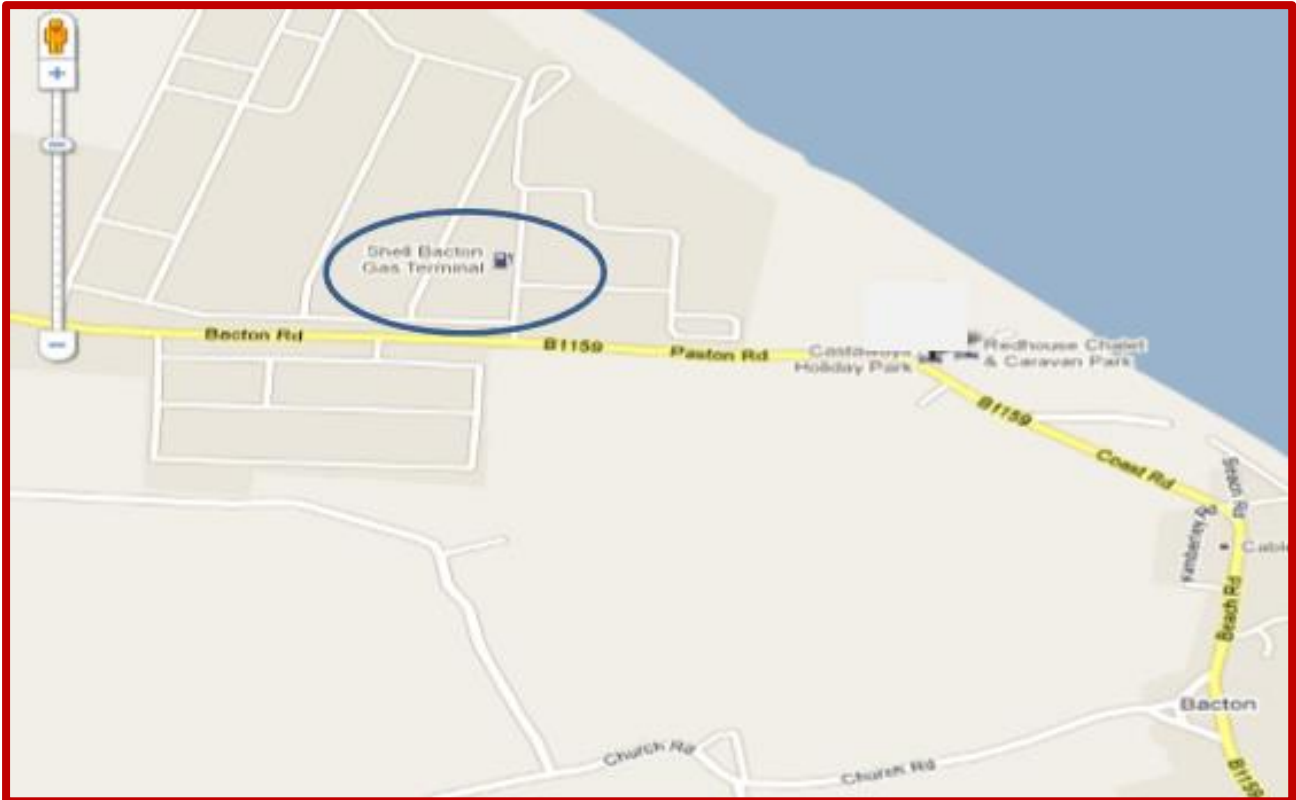
Should you require a visa for the assessment, kindly provide us with the following information so we can send you a visa support letter:

- Date of birth
- Full name (as in passport)
- Arrival date and departure date
- City (Airport) you will be travelling from
- Fax number or postal address where we will fax/send the visa support letter to.

Please note that only visa processing costs will be reimbursed; other visa related costs such as travel to the embassy will not be reimbursed.

ASSESSMENT VENUE

Bacton Gas Plant
Paston Road, Bacton,
Norwich NR12 0JE



ASSESSMENT VENUE – BACTON GAS PLANT

Directions to Shell Location

From Norwich Airport:

Road	Distance (miles)	Directions	Total (miles)
	0.00	Start out on Amsterdam Way	0.00
	0.18	At roundabout take the 2nd exit onto Amsterdam Way	0.18
A140	0.11	Turn right onto the A140	0.28
	0.83	At roundabout take the 3rd exit onto the A140 Signposted Cromer	1.11
	7.69	At roundabout take the 3rd exit onto the A140 Signposted Cromer	8.80
B1145	2.02	Turn right onto Banningham Road - B1145 Signposted North Walsham	10.82
	3.02	Turn left onto North Walsham Road - B1145 Signposted North Walsham	13.84
	1.62	Turn left onto Greens Road - B1145 Signposted Cromer A149	15.47
A149	0.34	Turn right onto the A149 Signposted Town Centre	15.81
B1145	0.39	At traffic signals turn left onto the B1145 Signposted Mundesley	16.20
	0.75	Turn left	16.95
	0.25	Bear right onto The Street	17.19
	0.36	Turn right onto Knapton Road Signposted Mundesley	17.55
	0.77	Continue forward onto North Walsham Road	18.32
	0.80	Turn right onto The Green	19.12
	0.03	Turn right onto Mundesley Road	19.15
	0.31	Turn right onto Hall Lane Signposted Knapton Village	19.47
	0.01	Turn left onto The Street	19.47
	0.46	Bear right	19.93
	0.25	Turn left Signposted Paston	20.18
B1159	0.44	Turn right onto Bacton Road - B1159	20.62
	0.65	Arrive on Paston Road	21.27
Section time 0:45, Total time 0:45			


ASSESSMENT VENUE

From Norwich Train Station:

A147	0.05	Turn right onto the A147	0.05
	0.13	At traffic signals continue forward onto the A147 Signposted Cromer A140	0.17
	0.47	At roundabout take the 1st exit onto the A147 Signposted Cromer A140	0.65
	0.36	At mini-roundabout bear left onto the A147	1.01
A1151	0.10	At roundabout take the 3rd exit onto the A1151 Signposted Wroxham	1.11
	0.16	Bear left Signposted Wroxham, Cromer	1.27
	0.19	At traffic signals turn right onto the A1151 Signposted Wroxham	1.46
	1.10	At roundabout take the 2nd exit onto the A1151 Signposted Wroxham	2.55
	1.22	At roundabout take the 1st exit onto the A1151	3.77
	0.14	At roundabout take the 2nd exit onto the A1151 Signposted Wroxham	3.91
	3.84	At roundabout take the 1st exit onto the A1151 Signposted Hoveton	7.75
	1.15	At mini-roundabout continue forward onto the A1151	8.89
	0.01	At mini-roundabout continue forward onto the A1151 Signposted Stalham	8.90
A149	4.43	Continue forward onto the A149 Signposted Great Yarmouth	13.33
B1159	1.46	Turn left onto Stepping Stone Lane - B1159 Signposted Walcott, Bacton	14.79
	0.62	Turn left onto Brumstead Road - B1159	15.41
	3.31	At crossroads continue forward onto Coast Road - B1159	18.72
	3.30	Arrive on Paston Road	22.01
Section time 0:49, Total time 0:49			

ASSESSMENT VENUE – BACTON GAS PLANT

From Great Yarmouth (Shell Office):

	0.00	Start out on Edison Way	0.00
	0.11	Turn left onto Morton Peto Road	0.11
	0.12	Turn right onto Gapton Hall Road	0.23
A12	0.53	At roundabout take the 1st exit onto the A12 Signposted Norwich	0.76
A47	0.65	Continue forward onto the A47	1.41
A12	0.35	Continue forward onto the A12	1.76
	0.11	Breydon Lift Bridge	1.87
	0.11	At roundabout take the 3rd exit onto Acle New Road Signposted Caistor	1.98
A149	0.35	At roundabout take the 1st exit onto the A149 Signposted Caistor	2.34
	1.33	Warning: Speed Cameras along the A149  Road Pilot	3.67
	0.58	At roundabout take the 1st exit onto the A149	4.24
	1.04	At roundabout take the 1st exit onto the A149	5.29
	0.69	At roundabout take the 3rd exit onto the A149	5.98
	4.14	Continue forward onto unnamed road	10.12
A149	0.12	Continue forward onto the A149	10.24
B1159	8.32	Turn right onto Stepping Stone Lane - B1159 Signposted Walcott, Bacton	18.56
	0.62	Turn left onto Brumstead Road - B1159	19.18
	3.31	At crossroads continue forward onto Coast Road - B1159	22.48
	3.30	Arrive on Paston Road	25.78
	Section time 0:58, Total time 0:58		

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

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.
Accommodation	Your Recruitment Advisor will arrange your accommodation (if applicable). If you wish to stay longer, this will be at your own expense.
Bus fare	Your economy return ticket will be reimbursed.
Car parking	Airport parking will be reimbursed if you drive your car to the airport. A receipt is necessary for reimbursement. Please consider alternatives to driving to the Shell Offices, public transport is preferred. However, we will reimburse your car parking tickets to a reasonable amount.
Meals	If you require lunch/evening meal during your stay for the purpose of the assessment, both lunch and the evening meal can be reimbursed by Shell upon production of receipts. Lunch Meal- you can reimburse up to 15 Euros Evening Meal - you can reimburse up to 30 Euros
Mileage	If driving, we will reimburse your mileage at EUR 0.16 per kilometer. Please refer to your Recruitment Advisor to ascertain the maximum round trip rates for reimbursements.
Rail fare	Your economy return ticket will be reimbursed.
Taxi	Taxis will only be paid in exceptional circumstances or if advised

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.