



Shell

Experienced Hire Assessment

Travel Information – Germany

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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

HSSE

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. Once a date for the assessment has been approved, your Recruitment Coordinator will send you the travel authorization form which you must complete to confirm the flight.

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

Shell Hamburg Pentahof

Shell Deutschland Oil GmbH

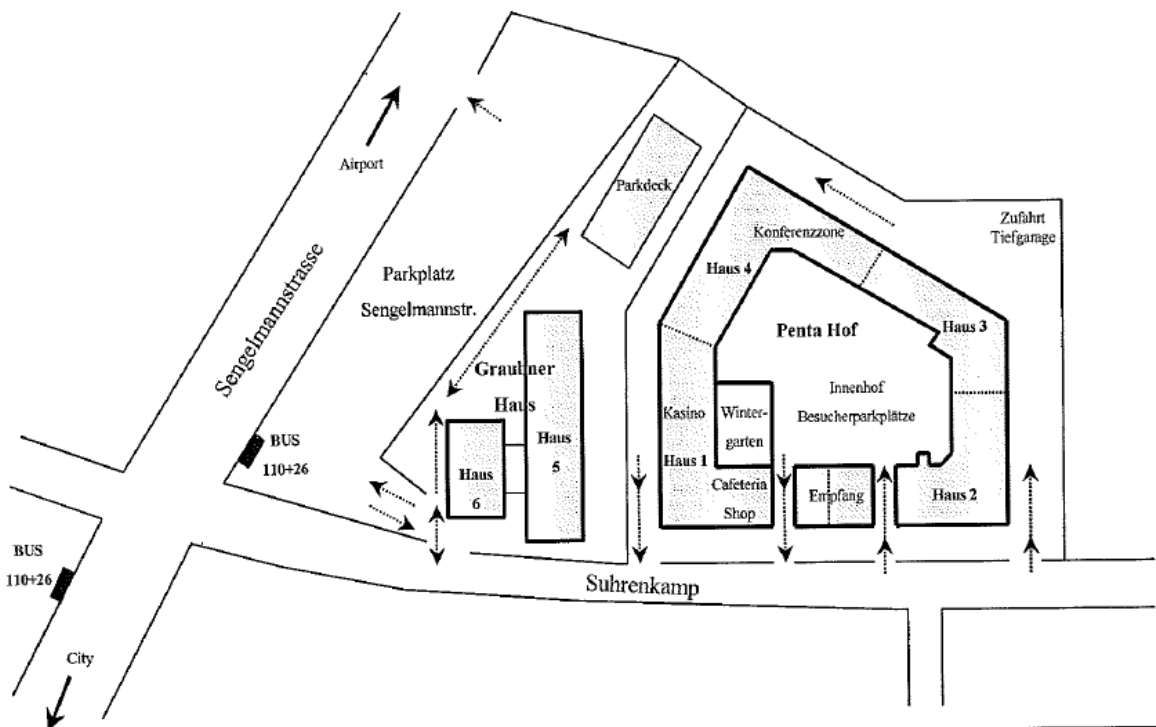
Suhrenkamp 71-77

22335 Hamburg

Tel. +49 (0)40 / 6324 - 0

Tel. +49 (0)40 / 6324 - 5111 (Empfang)

Busstation: Suhrenkamp



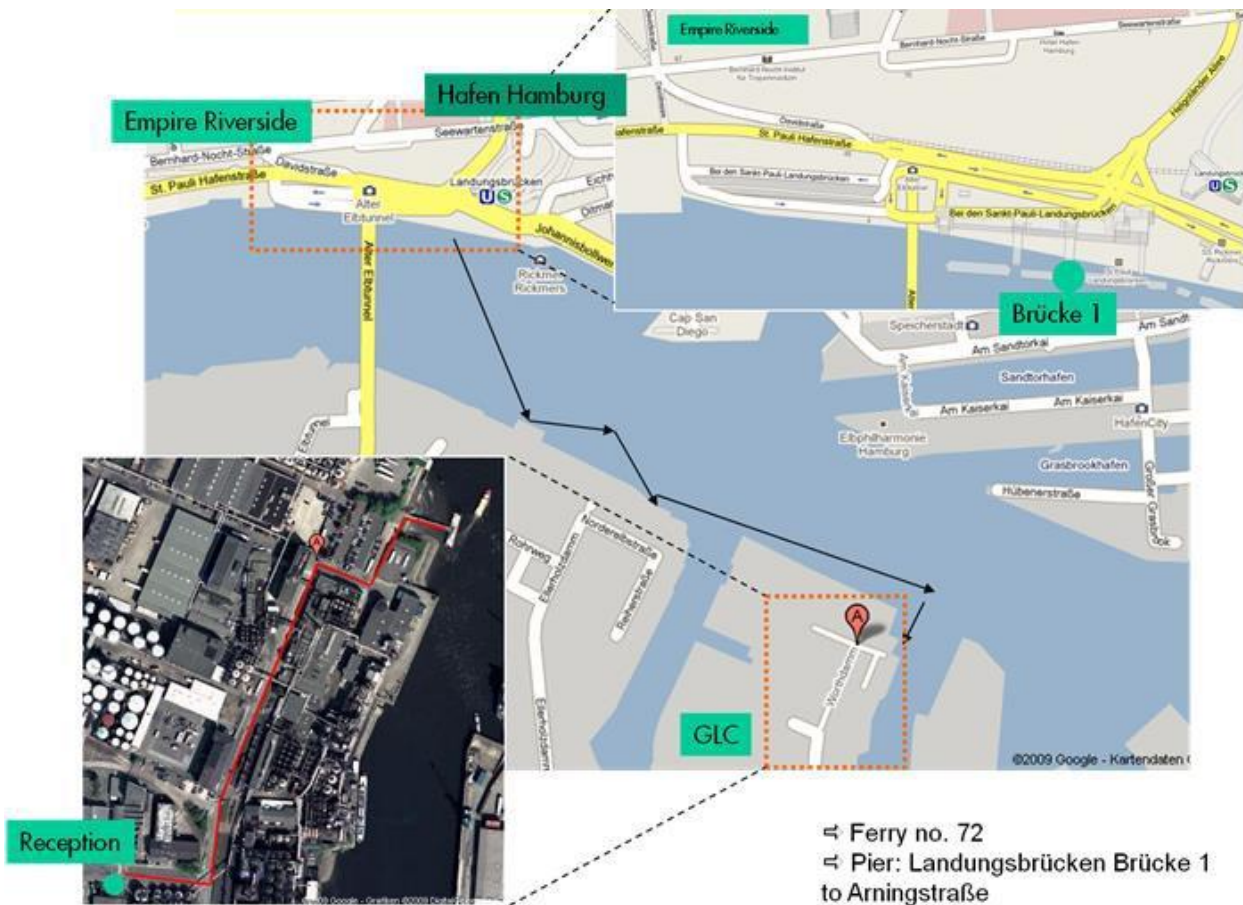
ASSESSMENT VENUE

Shell Grasbrook Lubricants Centre (GLC)

Shell Deutschland Oil GmbH
Worthdamm 32 und 50
20457 Hamburg

Tel. +49 (0)49 / 78 108-0 (Nord)

Tel. +49 (0)49 / 78 949-0 (Süd)



ASSESSMENT VENUE

Shell Technology Centre Hamburg (STCHA)

Shell Global Solutions (Deutschland) GmbH
Hohe-Schaar-Straße 36
21107 Hamburg
Tel. +49 (0) 40 7565 4537 / Fax: 49 (0) 40 7565 4566

Contact Information:

Company Name: Shell Global Solutions (Deutschland) GmbH
Hohe-Schaar-Straße 36, 21107 Hamburg
Phone: +49 (0) 40 7565 4966
Site General Manager: Dr. Andy Mercer
Phone: + 49 (0) 40 7565 4482
Safety Advisor: Manfred Ambos
Phone: + 49 (0) 40 7565 4531
Shell Doctor: Dr. Manfred Albrod
Phone: + 49 (0) 40 7565 4580

Emergency Numbers:

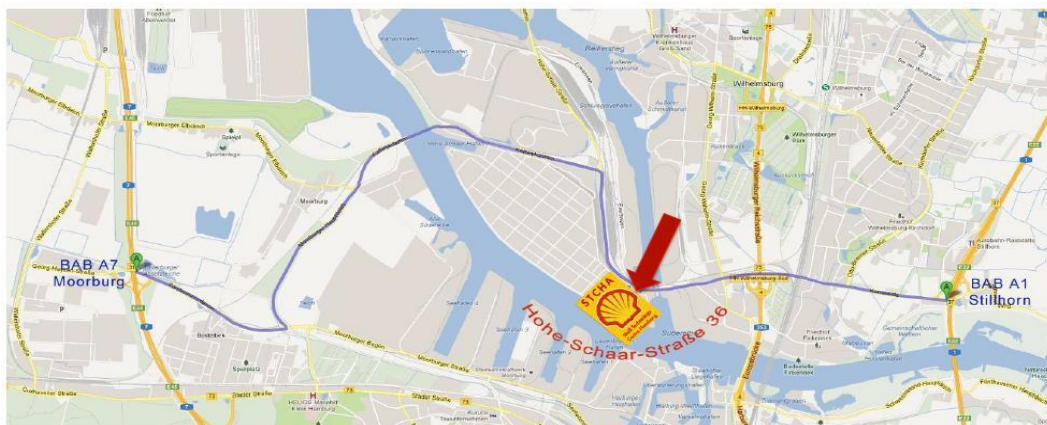
Local Emergency Phone: 112
Mobile: +49 (0) 40 7565 112

Coming from A7 approx. 7 km / 9 mins:

- Exit HH-Moorburg
- Turn right at Fürstenmoordamm
- After about 1,5 km turn left at the second traffic light onto Moorburger Hauptdeich
- Continue straight onto the Kattwykdamm/Kattwykbrücke
- After about 1,5 km turn right onto Hohe-Schaar-Strasse
- After about 1 km you will find the STCHA on the right-hand side

Coming from A1 approx. 3 km / 4 mins:

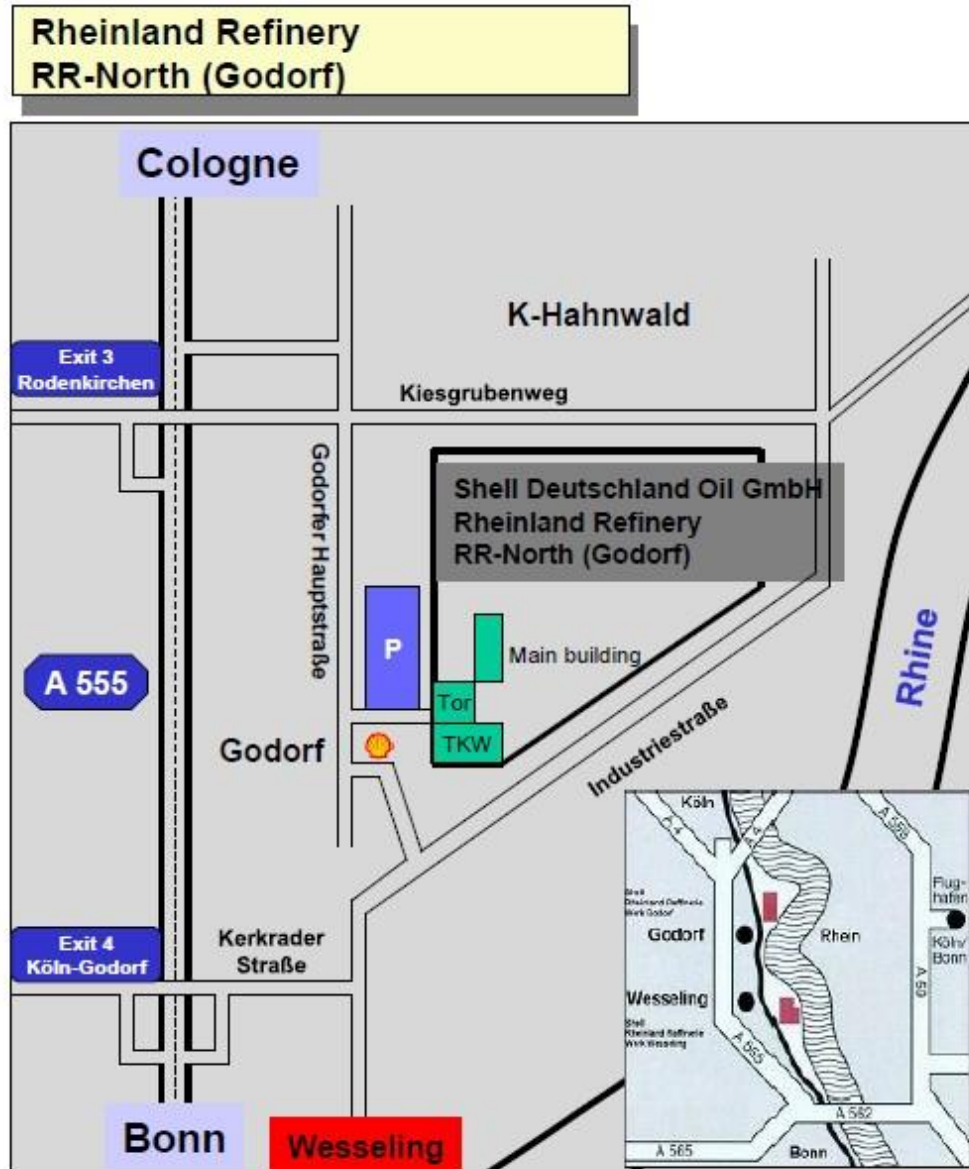
- Exit HH-Stillhorn
- Turn right onto Stillhorner Weg
- Continue straight (the road name changes to Kornweide then Hohe-Schaar-Strasse)
- After about 2,8 km you will find STCHA on the left-hand side (parking is available)



ASSESSMENT VENUE

Shell Rheinland Raffinerie - Werk Nord (Godorf)

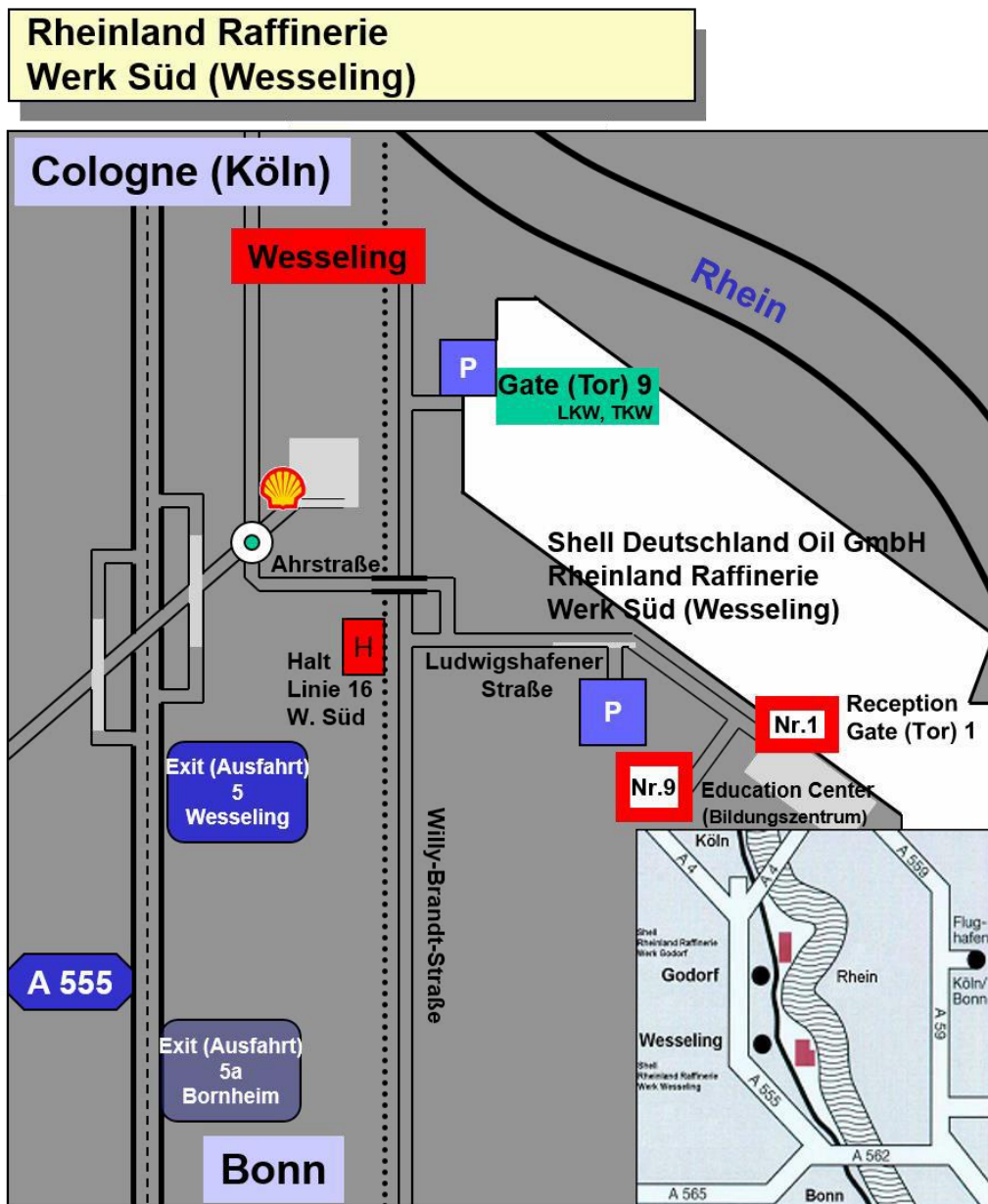
Shell Deutschland Oil GmbH
Godorfer Hauptstraße 150
50997 Köln
Tel. +49 (0)2236 / 75 – 0



ASSESSMENT VENUE

Shell Rheinland Raffinerie - Werk Süd (Wesseling)

Shell Deutschland Oil GmbH
Ludwigshafener Straße 1
50389 Wesseling
Tel. +49 (0)2236 /79 - 0



TRAVEL AND EXPENSES

Travel to Hamburg Shell Offices, Germany

Airport:

The airport you will be traveling to is Hamburg (Germany), Airport code: HAM

Link: <http://www.ham.airport.de/en/index.phtml>

You can take a Taxi from the airport to the Hamburg Office for about 8-10 Euro. We recommend to hail a taxi which is just arriving with passengers. As the drive to the Hamburg Office is not profitable for the taxi drivers waiting at arrivals, taking one of these taxis could lead to problems.

Alternatively, there is a direct Bus connection from the airport to the Hamburg Office (Penta Hof), Bus number 10. Busses leave every 10 minutes. Another alternative would be Bus line 26 (by the exit of Terminal 2) direction 'Bahnhof Rahlstedt' which will drive to Penta Hof (Bus stop 'Suhrenkamp'). Busses leave every 20 minutes. The cost for a one-way ticket is about 2 Euro.

(Note, using the railway is not recommended because there is no stop next to Penta Hof) Shell

Offices in Hamburg (Penta Hof):

Address:

Shell Deutschland Oil GmbH

Suhrenkamp 71-77

22335 Hamburg, Germany

Tel: +49 40 6324 0

Fax: +49 40 6321 051

Travelling by car: The parking spaces in the inner courtyard of the Shell office are reserved for visitors like you.

Flight and Hotel Arrangements

Our travel agency Carlson Wagonlit Travel (CWT) will arrange your flight and hotel booking if you need to fly to the assessment location and need an overnight stay. Also, the payments will be settled by Carlson Wagonlit Travel (for hotel payment: only bed and breakfast, other expenses will need to be settled by yourself). Once flight details have been approved, you will receive the travel authorization form from your Recruitment Coordinator. In order for Carlson Wagonlit Travel to book your flight and hotel you will need to fill out all mandatory fields in the authorization form and send it to the designated Carlson Wagonlit Travel email address: ShellRecruitment@carlsonwagonlit.nl - Make sure you also copy your Recruitment Coordinator in this email.

Experienced Hire Assessment – Travel Information

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.
Carparking	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

Experienced Hire Assessment – Travel Information

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.