



Shell

Experienced Hire Assessment

Travel Information – London

(STAS Co.)

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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 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 – Bank Street

Office address

40 BANK STREET,
CANARY WHARF,
LONDON E14 5NR

Directions to Shell Location

BY TUBE

The tube line that directly serves Canary Wharf is the recently extended Jubilee Line, which interchanges with every other London Underground line and a high proportion of railway lines from outside London.

BY DLR

The DLR runs a regular and efficient service to Canary Wharf & HeronQuays (closest to 40 Bank Street).

Map



A ▶ 40 Bank Street, Building Entrance, Main Reception

B ▶ Goods Deliveries via Heron Quay Truck Tunnel, Entrance Via Montgomery Street

ASSESSMENT VENUE – Shell Centre

Office address

SHELL LONDON
CAMPUS, YORK
ROAD, LONDON
SE1 7NA

Directions to Shell Location

BY TUBE

Waterloo underground Station is on the Bakerloo line, Northern line and the Jubilee line. It also has direct connections to the city via the Waterloo & City Line. Exit the underground via Waterloo's main station and use the main front exit onto Station Road Approach.

BY TRAIN

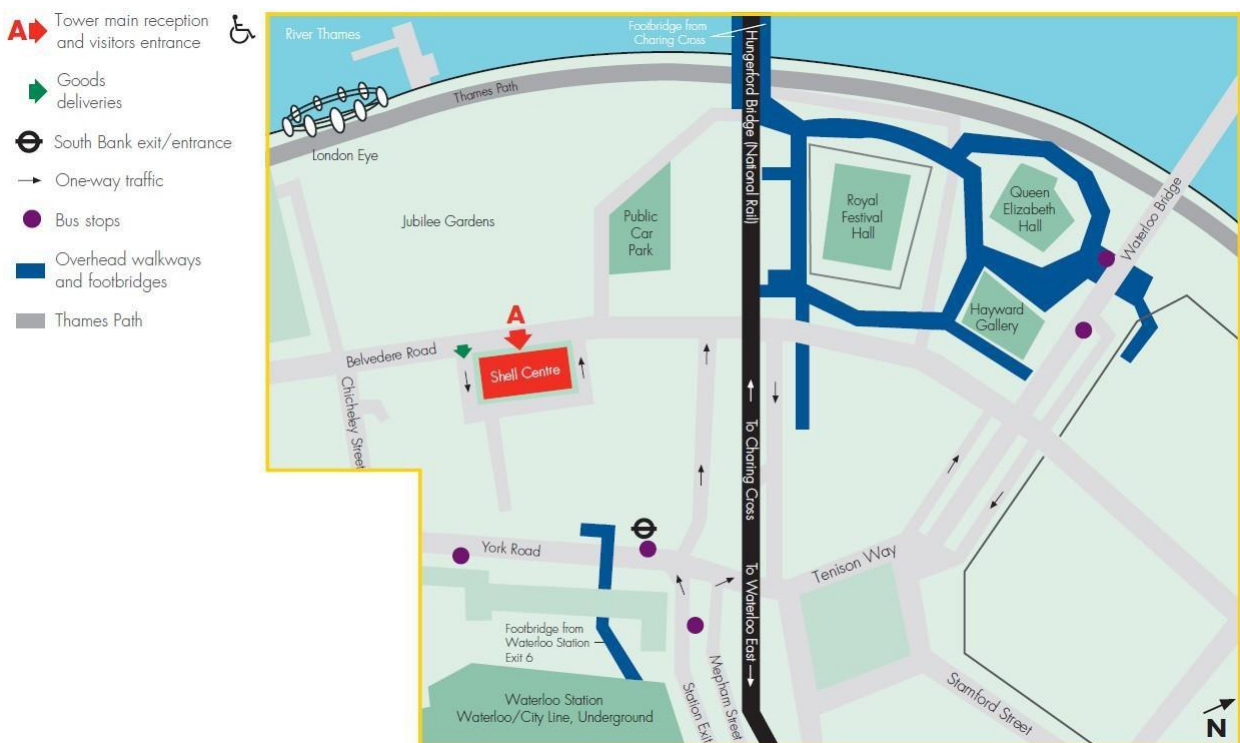
The main exit from Waterloo Station gives access to York Road. Waterloo East Station connects with London Bridge and Charing Cross Stations. The exit from Waterloo East leads to the main concourse of Waterloo Station.

When leaving Waterloo station, use the main front exit onto Station Road Approach.

BY BUS

Buses 76, 77, 211, 341, 507 stop on York Road.

Map



ASSESSMENT VENUE - Strand

Office address

SHELL STRAND OFFICE
80 STRAND
LONDON WC2R 0ZA

Directions to Shell Location

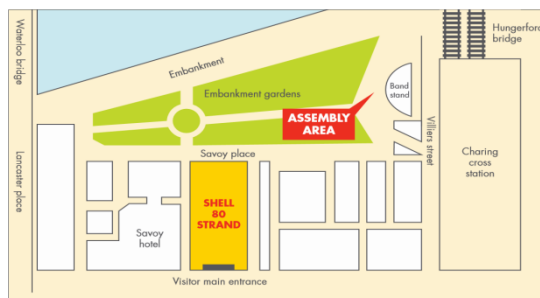
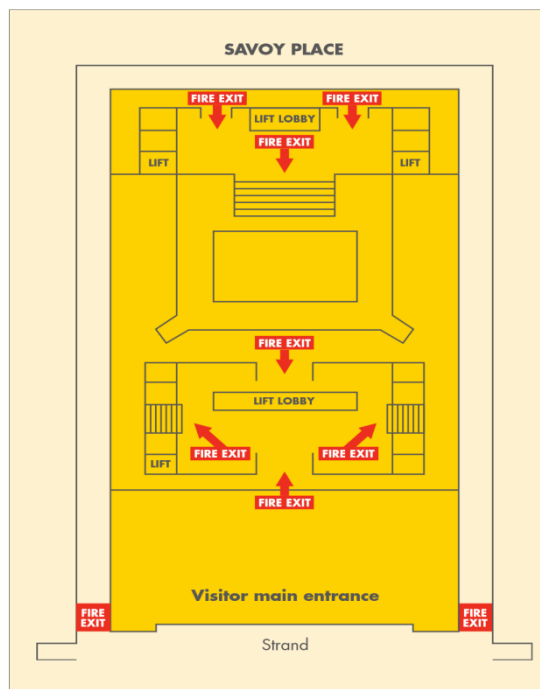
BY TUBE

The closest Tube Stations to 80 Strand are Embankment and Charing Cross. Both Embankment and Charing Cross are served by the Bakerloo and Northern Lines and Embankment is also served by the District and Circle Lines.

BY TRAIN

The closest train station is Charing Cross.

Map



EXPENSES

WHAT YOU CAN CLAIM:

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

When filing the reimbursement, please note of the following:

- Make sure to complete all the required fields on the linked SIS. Once filled out, please print the document and put your wet signature. Thereafter, send us the scanned copy of the duly signed document.
- Along with the completed SIS document, please provide any of the following:
 - Letter stating the bank details (account number or IBAN, CBU, bank name, bank branch) certified by bank or notary.
 - Copy of Bank Statement (bank account and branch) or Bank letter giving knowledge of the account, signed and stamped by the bank.
- Please provide all receipts and proof of purchase 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 to your base country currency.
- Please allow 3 to 5 weeks for us to process your claim from the date of receipt of your claim.

Accommodation	Shell will pay the hotel directly for a one-night stay. If you wish to stay longer, this will be at your own expense.
Air fare	Your economy return ticket will be booked and paid for by Shell.
Busfare	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 - up to 11 GBP Evening Meal - up to 22 GBP
Mileage	If driving, we will reimburse your mileage at GBP 0.20 per mile. Please refer to your Scheduling Co-ordinator to ascertain the maximum round trip rates for reimbursements.
Railfare	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 Scheduling 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.