



Shell

Experienced Hire Assessment

Travel Information:
Shell Woodcreek Facility

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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 flight. Once a date for the assessment is confirmed the scheduling co-ordinator will send you a reference code. You will then have to call CWT to book your travel.

JOURNEY MANAGEMENT PLAN

In keeping with Shell's commitment to safety, please complete the [Candidate Journey Management Plan](#) and return to sp-ar-experience-recruitment@shell.com no later than 48 hours before your interview.

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.

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ASSESSMENT VENUE

Office Address

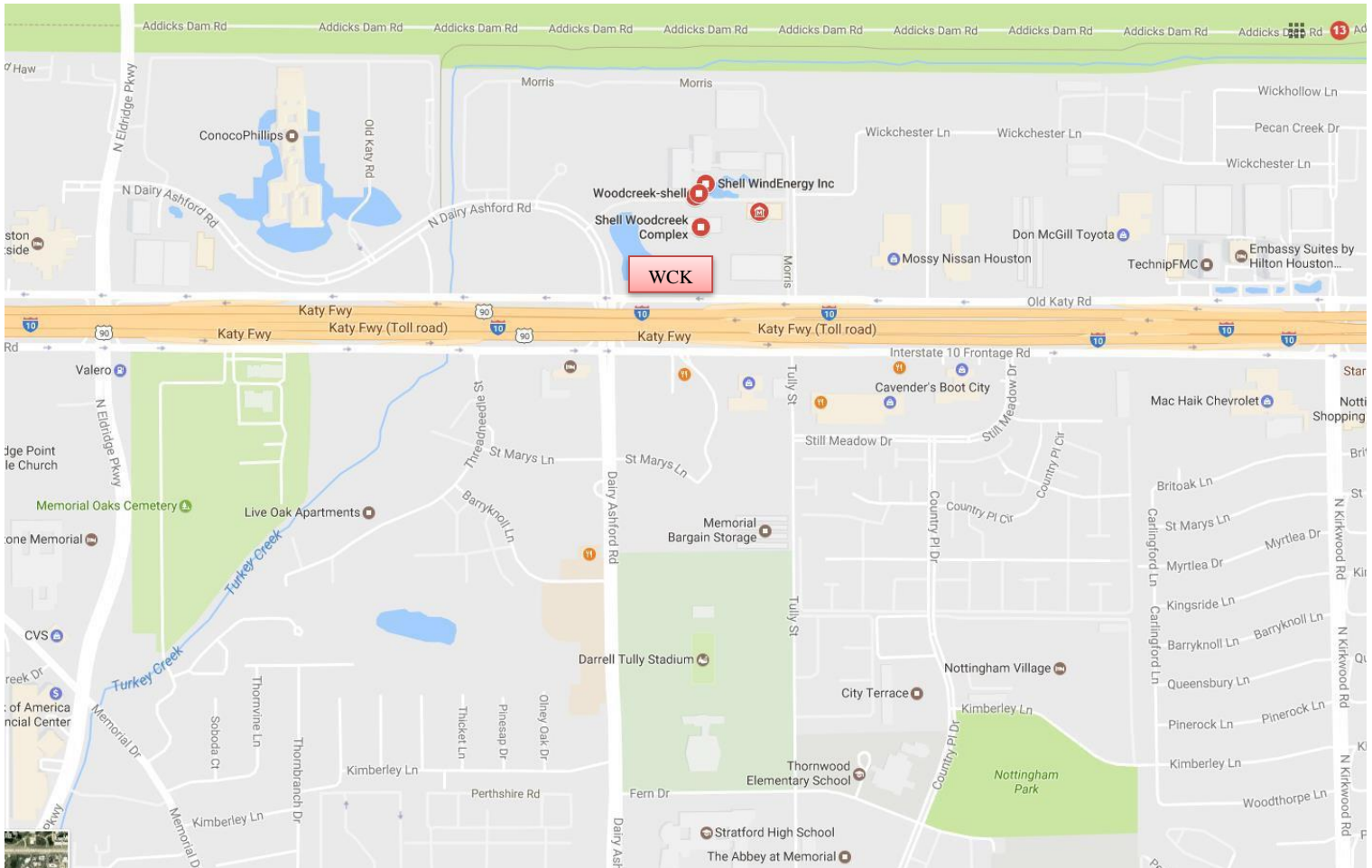
 SHELL WOODCREEK FACILITY (WCK)

150 North Dairy Ashford
Houston, TX 77079

Parking Information:
Parking is free at this facility.

Please enter the campus through Gate 3 (1st gate off of Dairy Ashford) and turn right to park in the visitor's marked area in front of Building F. Please proceed to Building F lobby to check in with security.

Map



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ACCOMMODATION

Your hotel accommodations will need to be booked via CWT with your flight (if applicable). The hotel will be booked under your name and paid for by Shell. 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 CWT 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.

Accommodation

One night of accommodation before the Final Assessment will be booked for you under your name. Shell will be invoiced directly for this. If you wish to stay longer, this will require pre-approval and 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 [Candidate Expense Form](#) and send it to careers@shell.com within 60-days after your Final Assessment.

- Please provide all receipts and proof of purchase to substantiate your claims. Claims not supported by receipts or documents will not be reimbursed.
- Expenses will be reimbursed in a form of Visa® prepaid card which will be delivered to your preferred mailing address. Once your reimbursement request has been approved, you will receive a confirmation email indicating the approved amount and the tracking number.
- Please allow 3 to 5 weeks for us to process your claim from the date of receipt of your claim.

Expense Matrix

Airline Ticket/International Travel	<ul style="list-style-type: none"> • If you need to fly to the interview location, our travel agency Carlson Wagonlit Travel (CWT) will book and arrange payment for your flights. Shell will not reimburse for booking that did not go through Carlson Wagonlit Travel (CWT). • Shell will also reimburse up to \$50 USD worth of baggage fees.
Taxi	<ul style="list-style-type: none"> • Taxis will only be paid for in exceptional circumstances. This will include the actual fare plus up to 20% Gratuity only. • First-class fares will not be reimbursed.
Ground Transport	<ul style="list-style-type: none"> • Your car service must be booked via Carlson Wagonlit Travel (CWT) and charged to Shell. • You may also opt to take the car rental option. This must also be pre-booked via CWT. You will need to provide your own credit card per diem charge and send over the receipt along with the Candidate Expense Form. Note that this option requires prior approval by Shell Recruitment.
Parking	<ul style="list-style-type: none"> • If you are bringing a personal vehicle, include the receipt in your submission of the claim form.
Mileage	<ul style="list-style-type: none"> • You will be reimbursed at \$0.575 USD/Mile up to 100 miles. Any exceeding trips will need pre-approval. • Please refer to your Recruitment Services Advisor to ascertain the maximum round trip rates for reimbursements.
Bus fare	Your economy return ticket will be reimbursed.
Accommodation	One night of hotel accommodation facilities will be booked for you only if there is no day return flight available (subject to approval). Shell will be invoiced directly for this.
Meals	You will be reimbursed up to \$50 USD for each meal.

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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 Scheduling Coordinator.

- 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.