

To: Cagen, Stuart Z SCC-HSE <stuart.cagen@shell.com>
From: Tholstrup, Susan C SCC-HSE
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=ST184969>
Cc:
Bcc:
Received Date: 2004-02-25 02:26:34 GMT
Subject: RE: Travel plans and budget - Action by Jan 23

Stu,

Thanks. Nice job of documenting your travel plans. Let's leave your budget at \$30K. If there is a need for a one-off trip, such as to Shanghai, we can deal with it then.

Susan

-----Original Message-----

From: Cagen, Stuart Z SCC-HSE
Sent: Friday, January 16, 2004 12:51 PM
To: Tholstrup, Susan C SCC-HSE
Subject: RE: Travel plans and budget - Action by Jan 23

Susan:

Please find the attached as requested.

Some explanations:

1) estimates regarding the number of trips and cost per trip were based on costs from last year and anticipated activities for this year. Note travel is dominated by Aromatics - benzene, particularly Shanghai, and Lower Olefins, particularly butadiene, but there are several other PBU and generic business purposes as well. I have included the annual meeting of the Society of Toxicology for personal development as well, but the dates for this might not work for me this year and this might be replaced with something else.

2) I do not anticipate a need to go to London this year, but every year I say this and somehow a need presents itself. I have not included this as a possibility. Regarding possible international travel that I do anticipate, I have included two trips in support of benzene. One is to attend a symposium on benzene that I have not yet been invited to, but the Aromatics PBU has expressed an interest in our involvement. This is currently in a wait and see situation. The other international travel item is a trip to Shanghai. I currently do NOT see this as a need, but this will depend on the Shell advocacy plan for this study.

3) Conclusion. If we take away international travel, your estimation of \$ 30,000 appears right on. Perhaps this should be the most likely case and budget accordingly, however, I thought you should know about possible and justified - but also expensive - international travel that might be expected.

Let me know if you have comments or questions.

Thanks

Stuart << File: Trip.doc (Compressed) >>

Stuart Cagen

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-----Original Message-----

From: Tholstrup, Susan C SCC-HSE

Sent: Thursday, January 15, 2004 4:13 PM

To: Cagen, Stuart Z SCC-HSE; Den Haan, Klaas KH SIC-CHSE-KH; Gingell, Ralph SCC-HSE; Priston, Robert A SC-CHSE-BP; Thijs, Antoon A SIC-COEHS; Toy, Robin J SC-CHSE-RT; Veenstra, Gauke GE SC-CHSE-GV; Boehm, Peter P SCUK-CHSE-PB; Davies, Euryl H SC-CHSE-ED; Hulse, Michael SCC-CHSEMH; Hurta, Shirley J SCC-CHSE; Murrell, Steve SJ SC-CHSE-SJM; Owen, David DE SC-CHSE-DO; Williams, Elizabeth J SCCA-HSE

Subject: Travel plans and budget - Action by Jan 23

Some of you will recall, but last year Fran Keeth required that an approval process be put in place for all travel. This was done in 2003 by the line manager reviewing each trip. I would like to change that process for 2004 (all of you are my administrative direct reports). I would like to request the following:

- Please put together a list of all the trips you expect to take this year, the business purpose, business sponsor, estimated time frame and estimated cost.
- I'm sure you all have seen the new travel policies and expect those to be followed
- Include in this, any training that you would like to take. My expectation is that each of you do some type of training for personal development.
- Send the list to me before next Friday (Jan 23).
- Once we agree on the plan for the year, then you will only need to make a request if your plans change or big cost difference
- I've included 2003 travel budgets/actuals where I have them. I've suggested a budget, but would like you to come back to me with your proposal
- Klauss and Antoon - I have no idea about your travel. Since Ray Collins also works for Fran, would have expected that you are already doing something similar.

Let me know if you have any questions.

Thanks,

Susan

Last Name	First Name	2003 Travel Budget	2003 Actual Travel	2004 Travel B
Cagen	Stuart	\$36,000	\$34,000	\$30,000
Den Haan	Klauss	\$0		\$0
Gingell	Ralph	\$36,000	\$26,000	\$20,000
Priston	Bob	\$33,000	\$23,000	\$20,000

Thijs	Antoon	\$0		\$0
Toy	Robin	\$40,000	\$13,000	\$15,000
Veenstra	Gauke	\$26,000	\$25,000	\$20,000
Boehm	Peter	\$26,000	\$22,000	\$30,000
Davies	Euryl	\$40,000	\$24,000	\$40,000
Hulse	Mike	\$26,000	\$22,000	\$15,000
Hurta	Shirley	\$0		\$2,000
Murrell	Steve	\$40,000	\$49,000	\$50,000
Owen	David	\$44,000	\$27,000	\$25,000
Williams	Elizabeth	\$43,000	\$38,000	\$40,000

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