

Sent: 23 November 2006 10:33
To: Keulemans, Rob LW SI-SHS
Subject: Missing Document Control Report(s)

=== Please DO NOT reply to this system-generated message ===

Dear ROBERT,

This is to advise that the following employee(s) under your supervision have failed to submit documentation supporting their expenses to central filing. Please ensure that the employee(s) submit these reports as soon as possible.

CAGEN,STUART

Posted Dat	Transactio	Transactio	Merchant Name	DCR Number	Amount
03-03-2006	20-02-2006	Claim	Taxi	USFIRMS000002780	+8.00
03-03-2006	20-02-2006	Claim	Taxi	USFIRMS000002780	+8.00
					+16.00

REITMAN,FRED

Posted Dat	Transactio	Transactio	Merchant Name	DCR Number	Amount
26-07-2006	03-07-2006	Citibank	METROCALL ARCH WIRE	USFIRMS000006341	+14.01
					+14.01

Per Shell policy, all expenses must be supported by a employee signed document control report. This original report must be submitted to the following location.

One Card Back Office
OSP 26th Floor

For corporate expense policies and procedures and ProMaster reference materials, please refer to: <http://sww-travelsolutions.shell.com/global/index.htm>

Any queries on expense policies and procedures should be directed to: http://sww-sopus.shell.com/scd/Credit_Cards.asp

For access to ProMaster, please logon via
<https://houic-s-471.americas.shell.com/USFIRMS/base/logon.htm>

Any ProMaster systems issues should be reported to:
SOPUS onecardusprogram@shell.com or call 713-241-0093 or 877-395-8031.

Thank you.

Regards,
OneCard Administrator