

To: Keulemans, Rob LW SI-SHS <rob.l.w.keulemans@shell.com>
From: Cagen, Stuart Z SHLOIL-SHOIL-SHS
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=SC724012>
Cc:
Bcc:
Received Date: 2006-11-23 16:24:39 GMT
Subject: RE: Missing Document Control Report(s)

Rob:

I have tried to deal with this notice more than once. I think the claim involves two \$ 8.00 cab fares when I was in Washington DC in February of this year for a Shanghai Health Study meeting. I paid cash for both trips. I do not recall whether or not I included a receipt in my initial expense report but I do not have a receipt right now.

Again, I have resubmitted the claim and included an email notice just like the one below. Next steps are unclear but I suppose I could try to run it through again.

Stuart

Stuart Cagen, Ph.D.

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Shell Health Services
One Shell Plaza
910 Louisiana Street
Houston, Texas 77002

Telephone: 1-713-241-1407
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Mobile: 1-832-646-3987

email: stuart.cagen@shell.com

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

From: Keulemans, Rob LW SI-SHS
Sent: Thursday, November 23, 2006 10:14 AM
To: Cagen, Stuart Z SHLOIL-SHOIL-SHS; Reitman, Fred A SHLOIL-SHOIL-SHS
Subject: FW: Missing Document Control Report(s)

FYattention

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

From: promaster.USFIRMS@shell.com [mailto:promaster.USFIRMS@shell.com]
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

SHELL-MCCLURG-064929

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