

Merck Sharp & Dohme Corp.
2000 GALLOPING HILL RD
KENILWORTH NJ 07033-1310

Page: 1 / 6

Date: May 1, 2017



Senthil Murugan

57509295-0002328249-US

INSTRUCTIONS FOR SUBMITTING RECEIPTS

If receipts are required, email this coversheet and scanned copies of required receipts (see receipt table on next page) to expense_receipts@merck.com in a single PDF file. For **help** scanning at one.merck.com. If receipts are NOT required, it is not necessary to email the coversheet.

Additional Step Required for Non-US Expenses

Mail this coversheet and ALL original receipts to either of the below addresses.

Interoffice mail address:

PtP Service Center – EEM

Mail Code: GSA-PtP

Postal Mail Address:

Merck Service Center - EEM

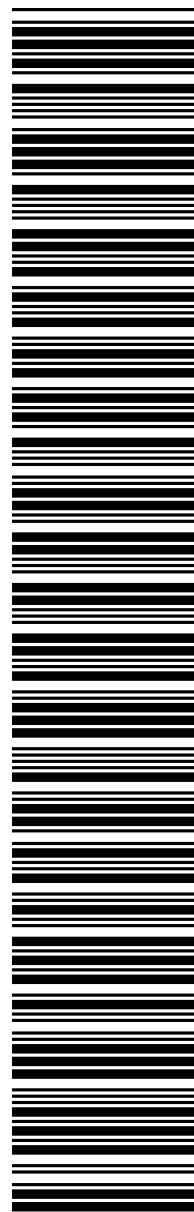
8050 Microsoft Way, Suite 3

Charlotte, NC 28273

Tips to Expedite Processing

- Ensure compliance with the following tax requirements:
 - Hotel bills must be itemized for meals and personal expenses
 - Non Monetary Employee Awards processed through expense reporting may not exceed \$200 value
- Submit all documents in ONE pdf file.
- Always submit receipts for Cash Withdrawal from Credit Card and Hotel-Lodging
- If submitting a personal expense for partial reimbursement (such as home telephone charges), completely cross out the non reimbursable expenses on the supporting documentation.

You must retain a copy of ALL expense report receipts for a period of current year plus one year as required by Merck Policy 61.



Senthil Murugan

Submit **IMAGED** receipts for these items

| Rec. No. | Receipts | Date | Amount |
|----------|---------------|------------|--------|
| 016 | Hotel-Lodging | 26/04/2017 | 504.01 |

Travel Expense Statement

For Senthil Murugan for trip 2328249 from 24.03.2017 to 26.04.2017 to Orlando, FL; PMSA Conference Registration and Attendance.

Itinerary

| Date | Country | City | Reason |
|------------|---------|-------------|---|
| 24.03.2017 | US | Orlando, FL | PMSA Conference Registration and Attendance |

Additional Trip Information

Schema : T&E

Activity : Training

Settlement Results

| Amount Type | Amount (USD) |
|----------------------|--------------|
| Travel Flat Rates | 46.01 |
| Sum of Receipts | 24.00 |
| Sum of AMEX | 3,714.12 |
| Reimbursement Amount | 3,784.13 |

Expense Summary

| Travel Expense Type | Receipt Amount |
|-------------------------|----------------|
| Airfare | 329.22 |
| Hotel-Lodging | 504.01 |
| Hotel-Deposit | 235.13 |
| Meal-Travel | 57.71 |
| Meeting-Meals | 17.79 |
| Dues-Professional Assoc | 2,499.00 |
| Parking & Tolls | 34.26 |

Senthil Murugan

| | |
|-----------------------|-------|
| Ground Transportation | 61.00 |
|-----------------------|-------|

Cost Assignment

3,784.13 USD of 3,784.13 USD are assigned to:

| | | |
|------------------|----------|---------------------------|
| Accounting area: | 1000 | Merck Sharp & Dohme Corp. |
| Cost center: | 10001959 | Investment Analytics |

Travel Flat Rate

| Date | No. Km/M | Vehicle Type | Start Location | End Location | Reimbursement Amount |
|------------|----------|---------------------------|----------------|-------------------------|----------------------|
| 24.03.2017 | 86 | Personal Car, All Vehicle | Chalfont, PA | Philadelphia Internatio | 46.01 |
| | 86 | | | | 46.01 |

Reimbursement amount: 46.01 USD

Receipts

| Date | Rec No. | Expense Type | Short Info | Amount (USD) |
|------------|---------|--|--|--------------|
| 26.04.2017 | 012 | Ground Transportation | | 24.00 |
| | | Description | Tips for Shuttle Services and Baggage Handling | |
| | | Additional Text for Receipt | Rental Shuttle - Tips | |
| | | Sum of Receipts | | 24.00 |
| 24.03.2017 | 001 | Dues-Professional Assoc | | 200.00 |
| | | Description | PHARMACEUTICAL MANAGEMENT | |
| | | Description of Credit Card Transaction | PHARMACEUTICAL MANAGEMENT | |
| 24.03.2017 | 002 | Dues-Professional Assoc | | 2,299.00 |
| | | Description | PHARMACEUTICAL MANAGEMENT | |
| | | Description of Credit Card Transaction | PHARMACEUTICAL MANAGEMENT | |
| 27.03.2017 | 004 | Airfare | | 311.22 |
| | | Description | SOUTHWEST AIRLINES | |
| | | Description of Credit Card Transaction | SOUTHWEST AIRLINES | |
| 27.03.2017 | 005 | Airfare | | 18.00 |

Senthil Murugan

| | | | | |
|------------|-----|--|--|-------|
| | | Description | AMERICAN EXPRESS TKT FEE | |
| | | Description of Credit Card Transaction | AMERICAN EXPRESS TKT FEE | |
| 21.04.2017 | 006 | Ground Transportation | | 37.00 |
| | | Description | MEARS DESTINATION SVC | |
| | | Description of Credit Card Transaction | MEARS DESTINATION SVC | |
| 23.04.2017 | 007 | Meal-Travel | | 5.65 |
| | | Number | 1 | |
| | | Description | DUNKIN DONUTS DE6 | |
| | | Location | Philadelphia, PA | |
| | | Description of Credit Card Transaction | DUNKIN DONUTS DE6 | |
| | | Additional Text for Receipt | | |
| | | Participant(s) 001 | Breakfast 4/23/2017 Senthil Murugan, Internal: | |
| | | | Job-Default | |
| | | | Merck Sharp & Dohme Corp. | |
| 23.04.2017 | 008 | Meal-Travel | | 9.18 |
| | | Number | 1 | |
| | | Description | CHIPOTLE 2745 | |
| | | Location | Orlando, FL | |
| | | Description of Credit Card Transaction | CHIPOTLE 2745 | |
| | | Additional Text for Receipt | | |
| | | Participant(s) 001 | Lunch 4/23/2017 Senthil Murugan, Internal: | |
| | | | Job-Default | |
| | | | Merck Sharp & Dohme Corp. | |
| 25.04.2017 | 009 | Meal-Travel | | 17.88 |
| | | Number | 1 | |

Senthil Murugan

Description SOFRITO LATIN CAFE

Location Orlando, FL

Description of Credit Card Transaction SOFRITO LATIN CAFE

Additional Text for Receipt

Participant(s) 001 Dinner 4/25/2017
Senthil Murugan,
Internal:

Job-Default

Merck Sharp & Dohme Corp.

| | | | | |
|------------|-----|-----------------|--|-------|
| 26.04.2017 | 010 | Parking & Tolls | | 34.26 |
|------------|-----|-----------------|--|-------|

Description COLONIAL AIRPORT PARKING

Description of Credit Card Transaction COLONIAL AIRPORT PARKING

| | | | | |
|------------|-----|-------------|--|-------|
| 26.04.2017 | 011 | Meal-Travel | | 25.00 |
|------------|-----|-------------|--|-------|

Number 1

Description ROMANO'S GRILL LS MCO

Location Orlando, FL

Description of Credit Card Transaction ROMANO'S GRILL LS MCO

Additional Text for Receipt

Participant(s) 001 Lunch 4/26/2017
Senthil Murugan,
Internal:

Job-Default

Merck Sharp & Dohme Corp.

| | | | | |
|------------|-----|---------------|--|--------|
| 25.03.2017 | 013 | Hotel-Deposit | | 235.13 |
|------------|-----|---------------|--|--------|

Description HYATT REGENCY GRND CYPRSS

Location Orlando, FL

Description of Credit Card Transaction HYATT REGENCY GRND CYPRSS

Additional Text for Receipt

Deposit held for Lodging

| | | | | |
|------------|-----|---------------|--|-------|
| 26.04.2017 | 015 | Meeting-Meals | | 17.79 |
|------------|-----|---------------|--|-------|

Senthil Murugan

Number 1

Description HYATT REGENCY GRND CYPRSS

Location Orlando, FL

Reason Dinner at Hotel

Description of Credit Card Transaction HYATT REGENCY GRND CYPRSS

Additional Text for Receipt

Participant(s) 001 \$17.79 for in room Dining on 04/23/2017
Senthil Murugan,
Internal:

Job-Default

Merck Sharp & Dohme Corp.

| | | | | |
|------------|-----|--|---|----------|
| 26.04.2017 | 016 | Hotel-Lodging | | 504.01 |
| | | From | 23.04.2017 | |
| | | To | 24.04.2017 | |
| | | Number | 1 | |
| | | Location | Orlando, FL | |
| | | Description of Credit Card Transaction | HYATT REGENCY GRND CYPRSS | |
| | | Additional Text for Receipt | Includes 3 night stay after subtracting the initial hotel deposit paid earlier. | |
| | | Total (American Express) | | 3,714.12 |