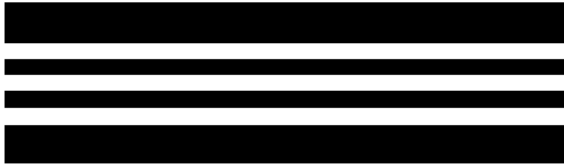


Merck Sharp & Dohme Corp.
One Merck Drive
WHITEHOUSE STATION NJ
08889-3400
USA

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Date: Apr 30, 2012



Senthil Murugan

57509295-0000865118-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 and submitting receipts please visit "my support center" 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

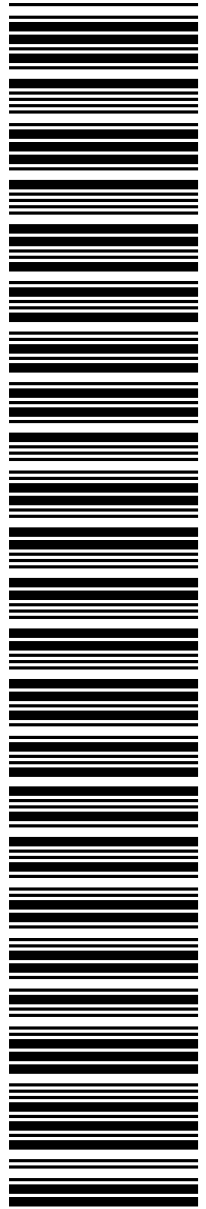
Charlotte, NC 28273

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.

If submitting a personal expense for partial reimbursement (such as home telephone charges), completely cross out the non reimbursable expenses on the supporting documentation.



Senthil Murugan

No Imaged Receipts need to be submitted

Travel Expense Statement

For Senthil Murugan for trip 865118 from 19.04.2012 to 19.04.2012 to Philadelphia, PA; ZS Forum - Winning with Payers, Providers and Consumers.

Additional Trip Information

Schema : T&E

Activity : Meetings-Non-Employees

Settlement Results

Amount Type	Amount (USD)
Sum of AMEX	11.00
Reimbursement Amount	11.00

Expense Summary

Travel Expense Type	Receipt Amount
Ground Transportation	11.00

Cost Assignment

11.00 USD of 11.00 USD are assigned to:

Accounting area: 1000 Merck Sharp & Dohme Corp.
Cost center: 10001959 Commercial Analytics

Receipts

Date	Rec No.	Expense Type	Short Info	Amount (USD)
19.04.2012	001	Ground Transportation		11.00
		Description	Roundtrip Travel to Philadelphia by SEPTA Train	
		Description of Credit Card Transaction	SEPTA NORTH WALES	
		Total (American Express)		11.00