

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

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Date: Jul 30, 2020



Senthil Murugan

57509295-0003177826-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:

USC-Employee Expense Receipts
Mail Code: K5-2016A

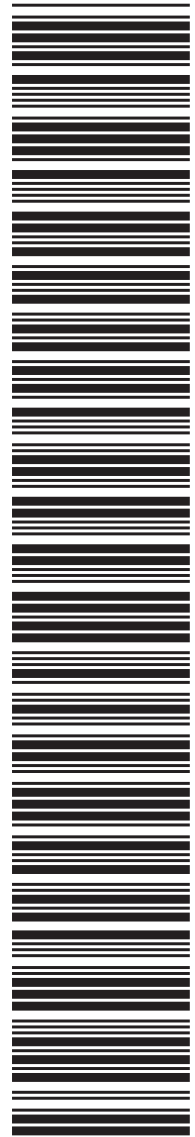
Postal Mail Address:

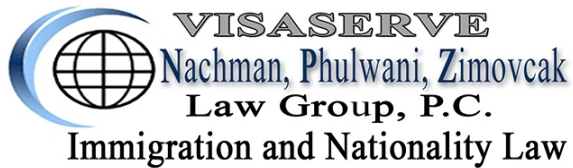
USC-Employee Expense Receipts
2000 Galloping Hill Road, Mailstop K5-2016A
Kenilworth, NJ 07033-1310

Tips to Expedite Processing

- Ensure compliance with the following tax requirements:
- Hotel bills must be itemized for meals and personal expenses.
- 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.

*All expense report receipts must be retained according to country specific retention requirements, or for 3 years, whichever is longer.



**NPZ Law Group, P.C.**

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Ridgewood, NJ 07450
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INVOICE

BILL TO

Merck & Co., Inc
351 North Sumneytown Pike,
UG1C-54
PO Box 1000
North Wales, PA 19454

INVOICE # 20200554PP**DATE** 06/25/2020**DUE DATE** 06/25/2020**TERMS** Due on receipt**P.O.#**

Vendor# 1003575

ATTORNEY

LZ-DHN-FC

PARALEGAL

BR

SERVICE DESCRIPTION**AMOUNT**

USCIS filing fee for premium processing/expedite service	1,440.00
Premium processing upgrade legal fee for Arun Sinhmar 's H-1B CAP Case	250.00
Administrative Charge - facsimile, paper, duplicating, postage, voice and data communications, tracker, etc.	25.00

For your convenience you can pay online at:
<https://secure.lawpay.com/pages/npzlawgroup/operating>

BALANCE DUE**\$1,715.00**