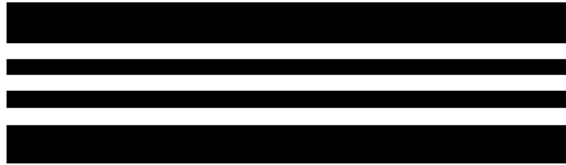


Merck Sharp & Dohme Corp.
One Merck Drive
WHITEHOUSE STATION NJ
08889-3400
USA

Page: 1 / 4

Date: Mar 27, 2012



Senthil Murugan

57509295-0000832659-US

INSTRUCTIONS FOR SUBMITTING RECEIPTS - change to US Instructions

Please complete the steps below to ensure timely approval and payment of your expense report. Your expense report will not be paid until your electronic receipt documentation has been received and verified by the Merck Audit Center.

1. Print page one (bar-coded) of this expense report form and use it as the coversheet for the receipt package submission.
2. Review the receipts required table, Cash Withdraw From Credit Card and Hotel-Lodging instructions below and gather all required receipt documents.
3. Scan the coversheet along with all required receipts into one PDF document.
4. Email the PDF document to expense_receipts@merck.com. **Include **only one** PDF attachment per email.
5. Expenses reported on this expense report which were incurred outside of the United States require the submission of physical receipts. Mail physical receipts for international expenses with a copy of your expense report coversheet to:

Interoffice mail address:
PtP Service Center – EEM
Mail Code: GSA-PtP

Or

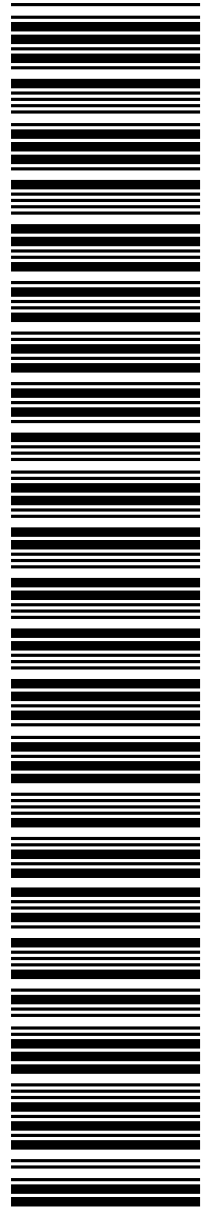
United States Postal Service mail address:
Merck
PtP Service Center - EEM
8050 Microsoft Way Suite 3
Charlotte, NC 28273

- * If no receipts are required, the coversheet referred to in Step 1 above, **must** be scanned and emailed to ensure processing of your expense report
- * Do not include receipts for previously paid expenses which have already been submitted for this expense report.
- * As per Merck policy, retain all physical receipts associated with the expense report for a period of current year plus one year.

Cash Withdraw from Credit Card and Hotel-Lodging Expenses

You are required to submit all receipts associated with any Cash Withdraw from Credit Card and Hotel-Lodging expenses on this expense report.

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 832659 from 20.02.2012 to 27.03.2012 to Philadelphia, PA; Multi Level Modeling Training.

Additional Trip Information

Schema : Travel
Activity : Training

Settlement Results

Amount Type	Amount (USD)
Sum of AMEX	733.67
Reimbursement Amount	733.67

Expense Summary

Travel Expense Type	Receipt Amount
Meal-Travel	16.80
Registration Fees	695.00
Ground Transportation-Rail	21.87

Cost Assignment

733.67 USD of 733.67 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)
20.02.2012	001	Registration Fees		695.00

Description Registration for the training

Description of Credit Card Transaction STATISTICAL HORIZONS

Additional Text for Receipt

Training was on March/23rd and March/24/2012 at

Senthil Murugan

Philadephia, Pa

21.03.2012	002	Ground Transportation-Rail		0.12
		Description	Round trip travel by train	
		Reason	Training	
		Description of Credit Card Transaction	SEPTA NORTH WALES	
		Additional Text for Receipt	Round trip travel between North Wales and Philadelphia for 2 days. This bill is probably a transaction cost in addition to the cost of train tickets charged by SEPTA.	
21.03.2012	003	Ground Transportation-Rail		21.75
		Description	Round trip to training by Train	
		Reason	Training	
		Description of Credit Card Transaction	SEPTA NORTH WALES	
		Additional Text for Receipt	Round trip travel by train between North Wales and Philadelphia for 2 days.	
23.03.2012	004	Meal-Travel		11.94
		Number	1	
		Description	Lunch on Day 1	
		Location	Philadelphia, PA - Mexican Post Express	
		Description of Credit Card Transaction	MEXICAN POST	
		Additional Text for Receipt	Self Lunch	
		Participant(s) 001	Murugan, Senthil	
24.03.2012	005	Meal-Travel		4.86
		Number	2	
		Description	Lunch on Day 2	

Senthil Murugan

Location	Jalke and Maxs Deli, Philadelphia, PA
Description of Credit Card Transaction	JAKE AND MAXS DELI
Participant(s) 001	Murugan, Senthil

		Total (American Express)		733.67
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