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USA
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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.