



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

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Date: May 2, 2011

Senthil Murugan

57509295-0000476171-US

INSTRUCTIONS FOR SUBMITTING RECEIPTS

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.





BY CHOICE HOTELS

Comfort Inn (CA610)

3945 El Camino Real
Palo Alto, CA 94306
(650) 493-3141
GM.CA610@choic-hotels.com

MURUGAN, SENTHIL KUMAR
110 galway cir
Chalfont, PA 18914

Account: 180287587

Date: 4/29/11

Room: 126 SPC

Arrival Date: 4/27/11

Departure Date: 4/29/11

Check In Time: 4/27/11 11:18 PM

Check Out Time: 4/29/11 7:25 AM

Rewards Program ID:

You were checked out by: dshah0.ca610

You were checked in by: dshah0.ca610

Total Balance Due: 0.00

Statement of Account			
Date	Description	Room / Guest	Amount
4/27/11	Room Charge	#126 MURUGAN, SENTHIL KUMAR	94.50
4/27/11	City / County Tax		11.34
4/27/11	Sustainable Tourism Development Fund		0.50
4/28/11	Room Charge	#126 MURUGAN, SENTHIL KUMAR	85.50
4/28/11	City / County Tax		10.26
4/28/11	Sustainable Tourism Development Fund		0.50
4/29/11	American Express		(202.60)
XXXXXXXXXXXX1004			

NATIONAL

RA 320049365 Inv 0
 Rental 27-APR-2011 10:32 PM
 SFO INTL ARPT CRCE
 Return 29-APR-2011 08:17 PM
 SFO INTL ARPT CRCE

SENTHIL KUMAR MURUGAN
 Vehicle # BW171296
 Model ROGUE 4DR
 Class Driven IGAR
 License# 6R0M828
 M/Kms Driven 309
 M/Kms Out 2891
 M/Kms In 3000

Class Charged ICAR
 State/Province CA

MERCK & COMPANY, INC.		
Contract ID XZ24773		
Charges	No Unit	Price Amount
CDW/LDW	2 Days	0.00
FSD	1 Rental	68.50
T & M	2 Days	37.85
UNLIM M/KM	0 M/Kms	75.70*
OSP	1 Rental	0.00*
USONT T&M 3.00%		-8.56*
CONCESSION RECOV FEE		-2.27*
TOURISM FEE		14.87*
AIRPORT ACCESS FEE		2.57
VLF		20.00
SALES TAX @9.250 %		0.44
FUEL SALES TAX @3.250 %		7.30
		2.23

Total Charges USD 180.86

Deposit AMEX 1004

Amount Due USD 180.86

* Taxable Items
 Subject to Audit
 Customer service Number 1-800-468-3334
 12382301