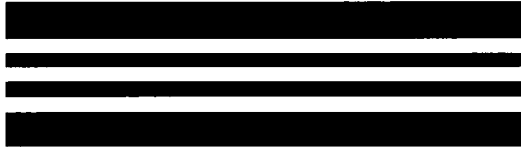


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Merck Sharp & Dohme Corp.  
One Merck Drive  
WHITEHOUSE STATION NJ  
08889-3400  
USA

Page: 1 / 5  
Date: Apr 24, 2013



**Senthil Murugan**

**57509295-0001201308-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](mailto:expense_receipts@merck.com) in a single PDF file. For **help** scanning at [one.merck.com](http://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

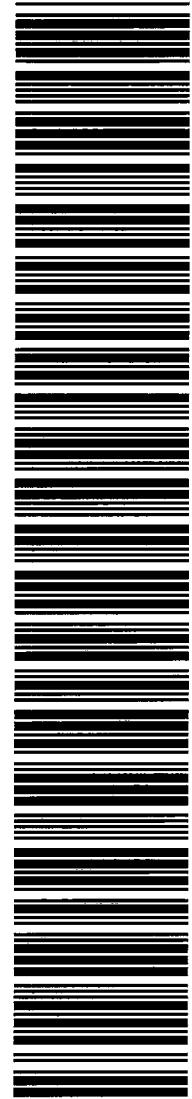
Postal Mail Address:

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.





Courtyard by Marriott  
Washington Embassy Row

1600 Rhode Island Ave, Nw  
Washington, Dc 20036  
T 202.293.8000

Senthil/Mr Murugan

Ne 11111

Room: 216

Room Type: GENR

Number of Guests: 1

Rate: \$159.00

Clerk: IIB

Arrive: 12Apr13

Time: 14:30AM

Depart: 13Apr13

Time: 09:15AM

Folio Number: 89788

Date

Description

Charges

Credits

12Apr13	Room Charge	159.00	
12Apr13	Room Tax	23.06	
13Apr13	Market Fresh Food	4.98	
13Apr13	Sales Tax	0.50	
13Apr13	Market Fresh Food	2.95	
13Apr13	Sales Tax	0.30	
13Apr13	American Express		190.79
Card #: XXXXXXXXXXXXXXX1004/XXXX			
Amount: 190.79 Auth: 546118 Signature on File			
This card was electronically swiped on 12Apr13			
Balance:		0.00	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Want your final hotel bill by email? Just ask the Front Desk! See "Internet Privacy Statement" on Marriott.com.