

**C** Confidential

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

Page: 1 / 6

Date: May 1, 2017



**Senthil Murugan**

**57509295-0002328249-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

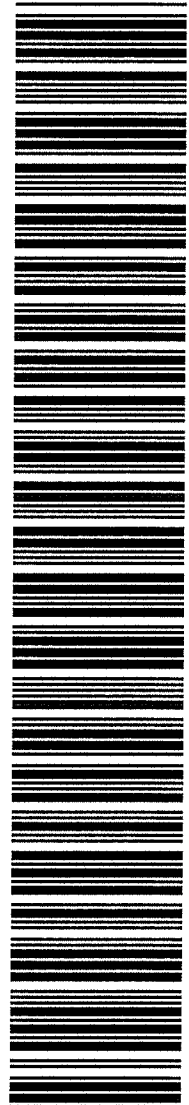
8050 Microsoft Way, Suite 3

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.





Hyatt Regency Grand Cypress  
One Grand Cypress Blvd  
Orlando, FL 32836  
Tel: 407-239-1234  
Fax: 407-239-3800  
[grandcypress.hyatt.com](http://grandcypress.hyatt.com)

# INVOICE

Payee Senthil Murugan  
351 N Sumneytown Pike  
North Wales PA 18914  
United States

Room No. 0868  
Arrival 04-23-17  
Departure 04-26-17  
Page No. 1 of 1  
Folio Window 1  
Folio No.

Confirmation No. 3945107001  
Group Name PMSA  
Booking No. 32JQ5LV8

Date	Description	Charges	Credits
04-23-17	Deposit Transferred at C/I		235.13
04-23-17	- In Room Dining Dinner Food	17.79	
04-23-17	Group Room	209.00	
04-23-17	State Sales Tax	13.59	
04-23-17	Occupancy Tax	12.54	
04-23-17	Resort Fee	10.00	
04-23-17	Resort Fee Sales Tax	0.65	
04-23-17	Resort Fee Occupancy Tax	0.60	
04-24-17	Group Room	209.00	
04-24-17	State Sales Tax	13.59	
04-24-17	Occupancy Tax	12.54	
04-24-17	Resort Fee	10.00	
04-24-17	Resort Fee Sales Tax	0.65	
04-24-17	Resort Fee Occupancy Tax	0.60	
04-25-17	Group Room	209.00	
04-25-17	State Sales Tax	13.59	
04-25-17	Occupancy Tax	12.54	
04-25-17	Resort Fee	10.00	
04-25-17	Resort Fee Sales Tax	0.65	
04-25-17	Resort Fee Occupancy Tax	0.60	

← MEALS  
portion  
of the  
bill.

Total 756.93 235.13

Guest Signature

Balance 521.80

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Thank you for choosing the Hyatt Regency Grand Cypress. The greatest compliment that we can receive is for you to return as well as to recommend us to your friends and colleagues. In order to make our resort the best it can be, we would be happy to hear of any comments that you may have. Please feel free to contact us at 407-239-1234 or [qualityvista@hyatt.com](mailto:qualityvista@hyatt.com).

For inquiries concerning your bill, please call 888-588-6308

For Lost & Found inquiries, please call 407-239-1234 ext. 4000 or email [qualityvista@hyatt.com](mailto:qualityvista@hyatt.com).

Please remit payment to:  
PO Box 842229  
Dallas, TX 75284

## World of Hyatt Summary

No Membership to be credited

Join World of Hyatt today and start earning points for stays, dining and more. Visit [www.worldofhyatt.com](http://www.worldofhyatt.com)

521.80  
- 17.79 Meals  
= 504.01