

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

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Date: Apr 30, 2012



Senthil Murugan

57509295-0000865177-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 in a single PDF file. For **help** scanning and submitting receipts please visit "my support center" at 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:

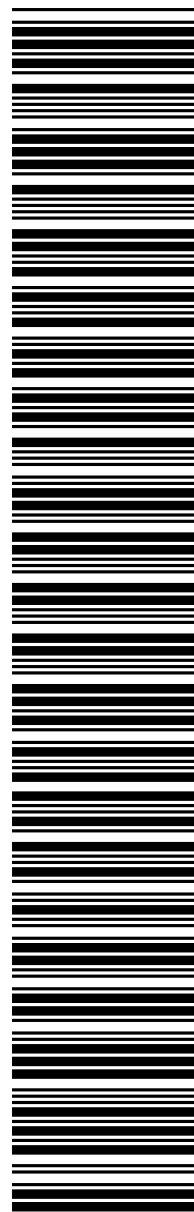
Merck Service Center - EEM
8050 Microsoft Way, Suite 3
Charlotte, NC 28273

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.

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

Submit IMAGED receipts for these items			
Rec. No.	Receipts	Date	Amount
007	Hotel-Lodging	26/04/2012	310.68

Travel Expense Statement

For Senthil Murugan for trip 865177 from 13.04.2012 to 27.04.2012 to San Francisco, CA; Big Data Analytics and Innovation Forum.

Additional Trip Information

Schema : T&E

Activity : Training

2 days summit with presentations on current trends on Big Data Innovation and Social Media and W

Settlement Results

Amount Type	Amount (USD)
Travel Flat Rates	38.50
Sum of Receipts	13.00
Sum of AMEX	2,575.09
Reimbursement Amount	2,626.59

Expense Summary

Travel Expense Type	Receipt Amount
Airfare	739.41
Hotel-Lodging	310.68
Meal-Travel	67.00
Miscellaneous-Other	13.00
Registration Fees	1,395.00
Parking & Tolls	33.00
Ground Transportation	30.00

Cost Assignment

2,626.59 USD of 2,626.59 USD are assigned to:

Accounting area: 1000

Merck Sharp & Dohme Corp.

Senthil Murugan

Cost center: 10001959

Commercial Analytics

Travel Flat Rate					
Date	No. Km/M	Vehicle Type	Start Location	End Location	Reimbursement Amount
24.04.2012	35	Personal Car	North Wales, PA	Philadelphia Internatio	19.25
27.04.2012	35	Personal Car	Philadelphia Internatio	North Wales, PA	19.25
	70	Sum of Travel Flat Rates			38.50

Reimbursement amount: 38.50 USD

Receipts								
Date	Rec No.	Expense Type	Short Info	Receipt Amount	Cur.	Exch Rate	Amount	Cur.
26.04.2012	010	Miscellaneous-Other		6.00	USD	1.00000	6.00	USD

Description

Tips for Ground Transportation

Additional Text for Receipt

Shared Shuttle Driver Tips:

From Airport: \$3

To Airport: \$3

26.04.2012	011	Miscellaneous-Other		7.00	USD	1.00000	7.00	USD
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Description

Tips for Hotel Services

Additional Text for Receipt

Hotel Services: \$5

Bell Man: \$2

		Sum of Receipts					13.00	USD
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13.04.2012	001	Airfare		15.00	USD	1.00000	15.00	USD
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Description of Credit Card Transaction

AMERICAN EXPRESS TKT FEE

13.04.2012	002	Airfare		724.41	USD	1.00000	724.41	USD
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Description of Credit Card Transaction

US AIRWAYS ARC SALES

13.04.2012	003	Registration Fees		1,395.00	USD	1.00000	1,395.00	USD
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Description

Conference Registration Fees

Description of Credit Card Transaction

REGONLINE CLIENT TRUST

Senthil Murugan

Date	Rec No.	Expense Type	Short Info	Receipt Amount	Cur.	Exch Rate	Amount	Cur.
23.04.2012	004	Ground Transportation		30.00	USD	1.00000	30.00	USD
Description				Transportation from and to SFO Airport.				
Description of Credit Card Transaction				LORRIE'S SHUTTLE SVC				
Additional Text for Receipt				Shared Shuttle transportation between SFO Airport and Hotel/Conf. Center.				
24.04.2012	005	Meal-Travel		18.00	USD	1.00000	18.00	USD
Number				1				
Description				Dinner - April 24th				
Location				San Francisco				
Description of Credit Card Transaction				PIQ 2 SFO				
Additional Text for Receipt				SFO Airport / PiQ SFO				
Participant(s) 001				Murugan, Senthil				
25.04.2012	006	Meal-Travel		26.00	USD	1.00000	26.00	USD
Number				2				
Description				Dinner - April 25th				
Location				San Francisco				
Description of Credit Card Transaction				JITLADA THAI CUISINE				
Additional Text for Receipt				Merchant: Jitalda Thai Cuisine				
Participant(s) 001				Murugan, Senthil				
26.04.2012	007	Hotel-Lodging		310.68	USD	1.00000	310.68	USD
From				24.04.2012				
To				25.04.2012				

Senthil Murugan

Date	Rec No.	Expense Type	Short Info	Receipt Amount	Cur.	Exch Rate	Amount	Cur.
		Number	1					
		Location	San Francisco					
		Description of Credit Card Transaction	HOTEL KABUKI					
		Additional Text for Receipt	Hotel Kabuki, 1625 Post Street, San Francisco, CA 94115					
26.04.2012	008	Meal-Travel		23.00	USD	1.00000	23.00	USD
		Number	3					
		Description	Dinner - April 26th					
		Location	San Francisco					
		Description of Credit Card Transaction	JITLADA THAI CUISINE					
		Additional Text for Receipt	Merchant: Jitalda Thai Cuisine					
		Participant(s) 001	Murugan, Senthil					
27.04.2012	009	Parking & Tolls		33.00	USD	1.00000	33.00	USD
		Description of Credit Card Transaction	PPAPPLY					
		Total (American Express)					2,575.09	USD