

Merck Sharp & Dohme Corp.
One Merck Drive
Whitehouse Station NJ 08889-3400

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Date: Oct 17, 2014



Senthil Murugan

57509295-0001615513-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 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

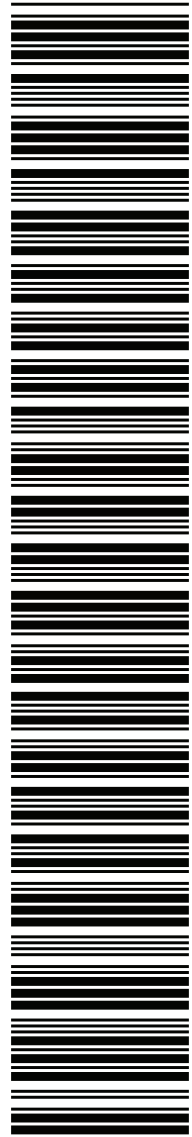
8050 Microsoft Way, Suite 3

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.



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Submit IMAGED receipts for these items			
Rec. No.	Receipts	Date	Amount
001	Miscellaneous-Other	25/09/2014	895.00

Travel Expense Statement

For Senthil Murugan for trip 1615513 from 25.09.2014 to 11.10.2014 to Philadelphia, PA; Treatment Effects Analysis Course.

Additional Trip Information

Schema : T&E
Activity : Training
2 day course at Philadelphia

Settlement Results

Amount Type	Amount (USD)
Sum of AMEX	952.03
Reimbursement Amount	952.03

Expense Summary

Travel Expense Type	Receipt Amount
Meal-Travel	15.27
Miscellaneous-Other	913.76
Ground Transportation	23.00

Cost Assignment

952.03 USD of 952.03 USD are assigned to:

Accounting area: 1000 Merck Sharp & Dohme Corp.
Cost center: 10004422 EICC Admin

Receipts

Date	Rec No.	Expense Type	Short Info	Amount (USD)
25.09.2014	001	Miscellaneous-Other		895.00

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		Description	STATISTICAL HORIZONS		
		Description of Credit Card Transaction	STATISTICAL HORIZONS		
		Additional Text for Receipt	Course registration fee		
10.10.2014	002	Meal-Travel			9.67
		Number	1		
		Description	MEXICAN POST EXPRESS - CO		
		Location	Philadelphia, PA		
		Description of Credit Card Transaction	MEXICAN POST EXPRESS - CO		
		Participant(s) 001	Senthil Murugan, Internal:		
			Job-Default		
			Merck Sharp & Dohme Corp.		
10.10.2014	003	Meal-Travel			2.91
		Number	1		
		Description	DUNKIN DONUTS PC 332963		
		Location	Philadelphia, PA		
		Description of Credit Card Transaction	DUNKIN DONUTS PC 332963		
		Additional Text for Receipt			
		Participant(s) 001	Receipt missing. Senthil Murugan, Internal:		
			Job-Default		
			Merck Sharp & Dohme Corp.		
10.10.2014	004	Ground Transportation			23.00
		Description	SEPTA NORTH WALES		
		Description of Credit Card Transaction	SEPTA NORTH WALES		
		Additional Text for Receipt	2 days roundrip train ticket from North Wales to Center City Philadelphia		
11.10.2014	005	Meal-Travel			2.69

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		Number	1	
		Description	MCDONALD'S F23509	
		Location	Philadelphia, PA	
		Description of Credit Card Transaction	MCDONALD'S F23509	
		Additional Text for Receipt		
		Participant(s) 001	Receipt missing. Senthil Murugan, Internal:	
			Job-Default	
			Merck Sharp & Dohme Corp.	
11.10.2014	006	Miscellaneous-Other		18.76
		Description	DI BRUNO BROTHER'S	
		Description of Credit Card Transaction	DI BRUNO BROTHER'S	
		Total (American Express)		952.03