



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

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**57509295-0003177826-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:

USC-Employee Expense Receipts  
Mail Code: K5-2016A

##### Postal Mail Address:

USC-Employee Expense Receipts  
2000 Galloping Hill Road, Mailstop K5-2016A  
Kenilworth, NJ 07033-1310

#### Tips to Expedite Processing

- Ensure compliance with the following tax requirements:
- Hotel bills must be itemized for meals and personal expenses.
- 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.

\*All expense report receipts must be retained according to country specific retention requirements, or for 3 years, whichever is longer.

