



# Carlson Building Maintenance

## PerDiem Form

01-13-2025

- This form is to be submitted by District Managers only.
- Forms submitted by anyone else will not be processed.
- Fill out all applicable fields highlighted in yellow. Incomplete forms will be returned and reimbursement will be delayed.
- Submit one form per employee. Forms with multiple employees will be returned and reimbursement will be delayed.
- Requests for Per Diem/Mileage will be processed once per week by the Finance Department
- Requests must be submitted by Tuesday at 12:00 PM for the previous calendar week
- Requests received after 12 PM Tuesday will be processed the following week.
- Special notes are required for irregular circumstances

### Employee Information

Employee name:	Robert Kay
Employee number:	13044
District manager:	Bob Kay

### Job Site

Store location:	208 Meijer #302 Marquette MI
City:	Marquette
State:	MI

### Hotel Info

First night needed	01-02-2025
Last night needed:	Marquette

### Per Diem

For office use only.

Arrival Date	Departure Date
01-02-2025	01-03-2025

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-01-02	Home	Home	RT		

### Notes

### For office use only

Grand total amount	
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