



Carlson Building Maintenance

PerDiem Form

05-14-2025

- 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:	Gutierrez, Robinson
Employee number:	14821
District manager:	Jose Martinez

Job Site

Store location:	Home
City:	
State:	

Hotel Info

First night needed	05-11-2025
Last night needed:	

Per Diem

For office use only.

Arrival Date	Departure Date
05-11-2025	05-16-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-05-11	Home	208 Meijer Marquette MI	RT		

Notes

Food and Mileage Reimbursement

For office use only

Grand total amount