



# Carlson Building Maintenance

## PerDiem Form

04-21-2025

- 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:    | Jose Martinez Rodriguez |
| Employee number:  | 14939                   |
| District manager: | Jose Martinez           |

### Job Site

|                 |                         |
|-----------------|-------------------------|
| Store location: | 208 Meijer Marquette MI |
| City:           | Marquette               |
| State:          | MI                      |

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 04-20-2025 |
| Last night needed: | Marquette  |

### Per Diem

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 04-20-2025   | 04-22-2025     |

For office use only.

### Mileage

|            |               |                         |       |    |     |
|------------|---------------|-------------------------|-------|----|-----|
| Date       | Departed from | Destination/Store       | RT/OW | MI | Amt |
| 2025-04-20 | Home          | 208 Meijer Marquette MI | RT    |    |     |

For office use only

### Notes

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Grand total amount