



Carlson Building Maintenance

PerDiem Form

12-16-2024

- 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 (Manager)
Employee number:	14939
District manager:	Jose Martinez

Job Site

Store location:	633 T1334 Marquette MI
City:	Marquette
State:	MI

Hotel Info

First night needed	12-15-2024
Last night needed:	Marquette

Per Diem

For office use only.

Arrival Date	Departure Date
12-15-2024	12-16-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-12-15	Home	633 T1334 Marquette MI	RT		

Notes

Food Reimbursement only

For office use only

Grand total amount