



# Carlson Building Maintenance

## PerDiem Form

03-15-2024

- 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:	Manuel Maya
Employee number:	15182
District manager:	Jose Martinez
Job Site	
Store location:	633 T1334 Marquette MI
City:	Marquette
State:	MI
Hotel Info	
First night needed	03-13-2024
Last night needed:	Marquette

Per Diem				For office use only.	
Arrival Date		Departure Date			
03-13-2024		03-17-2024			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
<u>Notes</u>					

For office use only	
Grand total amount	