



# Carlson Building Maintenance

## PerDiem Form

06-12-2025

- 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:	Ramon Dimas de Leon
Employee number:	15671
District manager:	Jose Martinez

### Job Site

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

### Hotel Info

First night needed	06-08-2025
Last night needed:	Marquette

### Per Diem

Arrival Date	Departure Date
06-08-2025	06-13-2025

For office use only.

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-06-08	Home	208 Meijer Marquette MI	RT		

### Notes

Food and Mileage reimbursement, I really need this employee to get this check early next week. I hope it can be sent by tomorrow Friday 13th. I need him back for next week, but I need him to have money to eat. Thank you

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Grand total amount	
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