

Carlson Building Maintenance

PerDiem Form

01-14-2026

- 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:	Robinson Gutierrez
Employee number:	14821
District manager:	Jose Martinez
Job Site	
Store location:	208 - Meijer Marquette MI
City:	Marquette
State:	MI
Hotel Info	
First night needed	01-04-2026
Last night needed:	01-07-2026

Per Diem		For office use only.	
Arrival Date	Departure Date		
01-04-2026	01-07-2026		
Mileage			
Date	Departed from	Destination/Store	RT/OW
01-04-2026	Home	208 Meijer Marquette MI	RT
Notes			
Original reservation was from 4th to 9th, but employee quit and checked out on the 7th. Mileage and food reimbursement.			

For office use only	
Grand total amount	