

Carlson Building Maintenance

PerDiem Form

12-26-2025

- 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: Edwin Pacheco

Employee number: 14997

District manager: Jose Martinez

Job Site

Store location: 633 - T1334 Marquette MI

City: Marquette

State: MI

Hotel Info

First night needed 12-22-2025

Last night needed: 12-23-2025

Per Diem

For office use only.

Arrival Date Departure Date

12-22-2025 12-23-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
12-22-2025	Home	633 T1334 Marquette MI	RT		

Notes

Testing

For office use only

Grand total amount