

PER DIEM



PER DIEM PRE-APPROVAL CHECK LIST

CONTRACTOR COMPANY:	← Company name as shown in Track
TODAY'S DATE:	← Date Checklist is completed
EMPLOYEE LAST NAME:	← Please make sure that the name on the Checklist matches the name that they are setup as in Track.
EMPLOYEE FIRST NAME:	
EMPLOYEE MIDDLE INITIAL:	
TRACK P.I.D.#:	← Internal Employee Number (Optional)
FIRST BILLABLE MPC WORK DATE:	← First date that Per Diem will be billed
TRACK AGREEMENT:	← Per Labor Rates by Contract report
TRACK SKILL ASSIGNMENT:	← Per Labor Rates by Contract report
TRACK OTHER COSTS(PER DIEM) ASSIGNMENT:	← Per Labor Agreement Other Cost report
# DAYS PER WEEK PD PAID PER CONTRACT:	← Per Contract (Ex. Days Worked)

SUPPORTING DOCUMENTATION

VALID DRIVER'S LICENSE with PRINCIPAL RESIDENCE ADDRESS <i>(Cannot be expired)</i>	
UTILITY BILL WITH PROOF OF PRINCIPAL ADDRESS <i>(Dated within number of days as agreed in Schedule of Reimbursement; Match Name & Address on Drivers License to Electric, Water or Gas bill or an approved deviation from the site)</i>	
MAP QUEST or GOOGLE MAPS <i>(Distance to 2401 5th Ave S, Texas City, TX 77590)</i>	

I, _____ {authorized representative}, _____ {contractor}, hereby affirm that due diligence has been done to assure these documents are valid and acceptable in accordance with contract terms and conditions. Due diligence should include, but is not limited to, comparison of documents provided for per diem to employee's address in contractor systems/records or publicly available address records such as local property tax records (ex. indication of Homestead exemption).
 Funds paid in error or out of compliance will be promptly reimbursed to MPC whether identified during time of the work being performed or during subsequent audit.

PER DIEM TIPS:

- All per diem requests should be submitted within 5 BUSINESS DAYS of the resource's start date.
- Make sure that the cover sheet is filled out FULLY & CORRECTLY, including the agreement and name of the other cost.
- Packet should be submitted as 1 PDF containing all documents.
- Packet should be ordered as listed on the checklist.
- Map that is submitted should reflect the shortest route from the resource's home to the MPC address listed on the checklist.

Acceptable Identification	Acceptable Utilities
Valid Drivers License	Current Electricity bill - dated within 60 days
Valid Identification Card - Will be forwarded to Mgmt. for review	Current Water bill - dated within 60 days
Paper Renewal - Must be submitted with previous hard copy	Current Gas bill - dated within 60 days

Any documentation submitted that is not listed above will be subject to further scrutiny/possible rejection.