

PER DIEM CHECKLIST

CONTRACTOR COMPANY: _____

TODAY'S DATE: _____

EMPLOYEE LAST NAME: _____

EMPLOYEE FIRST NAME: _____

EMPLOYEE MIDDLE INITIAL: _____

TRACK P.I.D.#: _____

FIRST BILLABLE MPC WORK DATE: _____

TRACK AGREEMENT: _____

TRACK SKILL ASSIGNMENT: _____

TRACK OTHER COSTS(PER DIEM) ASSIGNMENT: _____

DAYS PER WEEK PD PAID PER CONTRACT: _____

SUPPORTING DOCUMENTATION ✓

VALID DRIVER'S LICENSE with PRINCIPAL RESIDENCE ADDRESS *(Cannot be expired)* _____

UTILITY BILL WITH PROOF OF PRINCIPAL ADDRESS *(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)* _____

MAP QUEST or GOOGLE MAPS *(Distance to 2401 5th Ave S, Texas City, TX 77590)* _____

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.

For Track Admin Use Only:

Received/
Returned: _____
Date: _____

ADDITIONAL NOTES:

*MPC Deviation Accepted:

Accepted/Rejected
by: _____
Date: _____

**Signature by MPC (Contract owner or Cost Control Manager) should only be provided for deviations to the per diem requirements. Signature by MPC for deviations does not release the contractor from the responsibility of ensuring provided documentation is accurate and valid. Receipt of this form by MPC does not in anyway relinquish MPC's right to audit and collect reimbursement for per diem that is paid in conflict with per diem eligilbilty and requirements.*