



Carlson Building Maintenance

Per Diem Request

07/29/2020

- 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 | sadsadsa |
| EMPLOYEE NUMBER | 2342 |
| DISTRICT MANAGER | {fullName} |
| JOB SITE | |
| STORE LOCATION | 584 - T0052 Minneapolis MN |
| CITY | asdsad |
| STATE | sd |
| HOTEL | |
| FIRST NIGHT NEEDED | 07/09/2020 |
| LAST NIGHT NEEDED | 07/06/2020 |

| PER DIEM | | | | FOR OFFICE USE ONLY | |
|------------------|--------------------------------|--------------------------------|------------|---------------------|-----|
| ARRIVAL DATE | | DEPARTURE DATE | | AMT | |
| 07/02/2020 | | 07/08/2020 | | | |
| MILEAGE | | | | FOR OFFICE USE ONLY | |
| DATE | DEPARTED FROM | DESTONATION/STORE | RT/OW | MI | AMT |
| 07/15/2020 | 606 - T0240 Brooklyn Center MN | 606 - T0240 Brooklyn Center MN | Round Trip | | |
| NOTES | | | | | |
| Asdasddasdsadsad | | | | | |

| FOR OFFICE USE ONLY | |
|---------------------|--|
| GRAND TOTAL | |