



Carlson Building Maintenance

PerDiem Form

04-17-2024

- 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:	rene cedillo
Employee number:	1
District manager:	Josh Dellwo

Job Site

Store location:	801 Cabelas East Grand Forks MN
City:	East Grand Forks
State:	MN

Hotel Info

First night needed	04-15-2024
Last night needed:	East Grand Forks

Per Diem

For office use only.

Arrival Date	Departure Date
04-15-2024	04-16-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
------	---------------	-------------------	-------	----	-----

Notes

For office use only

Grand total amount