



# Carlson Building Maintenance

## PerDiem Form

04-09-2024

- 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:    | Edgar Solis  |
| Employee number:  | 10702        |
| District manager: | Felix Varela |

### Job Site

|                 |                        |
|-----------------|------------------------|
| Store location: | 507 T0533 Davenport IA |
| City:           | Davenport              |
| State:          | IA                     |

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 04-01-2024 |
| Last night needed: | Davenport  |

### Per Diem

For office use only.

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 04-01-2024   | 04-06-2024     |

### Mileage

For office use only

| Date       | Departed from          | Destination/Store      | RT/OW | MI | Amt |
|------------|------------------------|------------------------|-------|----|-----|
| 2024-04-01 | Home                   | 507 T0533 Davenport IA | OW    |    |     |
| 2024-04-06 | 507 T0533 Davenport IA | Home                   | OW    |    |     |

### Notes

### For office use only

|                    |  |
|--------------------|--|
| Grand total amount |  |
|--------------------|--|