



Carlson Building Maintenance

PerDiem Form

02-27-2024

- 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:	516 T0086 Dubuque IA
City:	Dubuque
State:	IA

Hotel Info

First night needed	02-12-2024
Last night needed:	Dubuque

Per Diem

For office use only.

Arrival Date	Departure Date
02-12-2024	02-24-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-02-12	Home	516 T0086 Dubuque IA	OW		
2024-02-17	516 T0086 Dubuque IA	Home	OW		
2024-02-19	Home	509 T1113 Coralville IA	OW		
2024-02-24	509 T1113 Coralville IA	Home	OW		

Notes

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Grand total amount	
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