



Carlson Building Maintenance

PerDiem Form

03-05-2024

- 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: | Gregorio Cruz |
| Employee number: | 11609 |
| District manager: | Felix Varela |

Job Site

| | |
|-----------------|-----------------------------------|
| Store location: | 810 Bass Pro #059 East Peoria, IL |
| City: | East Peoria |
| State: | IL |

Hotel Info

| | |
|--------------------|-------------|
| First night needed | 02-26-2024 |
| Last night needed: | East Peoria |

Per Diem

For office use only.

| | |
|--------------|----------------|
| Arrival Date | Departure Date |
| 02-26-2024 | 03-02-2024 |

Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------------|-----------------------------------|-----------------------------------|-------|----|-----|
| 2024-02-26 | Home | 810 Bass Pro #059 East Peoria, IL | OW | | |
| 2024-03-02 | 810 Bass Pro #059 East Peoria, IL | Home | OW | | |

Notes

For office use only

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