



# Carlson Building Maintenance

## PerDiem Form

03-03-2025

- 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:	Alejandro Cruz
Employee number:	11610
District manager:	Felix Varela

### Job Site

Store location:	657 T1951 Decatur IL
City:	Decatur
State:	IL

### Hotel Info

First night needed	02-24-2025
Last night needed:	Decatur

### Per Diem

For office use only.

Arrival Date	Departure Date
02-24-2025	03-01-2025

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-02-24	Home	657 T1951 Decatur IL	OW		
2025-03-01	657 T1951 Decatur IL	Home	OW		

### Notes

Alejandro was in a hotel from 02/24 to 03/01 - Alejandro rode in a company vehicle.

### For office use only

Grand total amount