



Carlson Building Maintenance

PerDiem Form

02-23-2025

- 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:	Robert Kay
Employee number:	13044
District manager:	Bob Kay
Job Site	
Store location:	Home
City:	
State:	
Hotel Info	
First night needed	02-17-2025
Last night needed:	

Per Diem				For office use only.	
Arrival Date		Departure Date			
02-17-2025		02-18-2025			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-02-23	Home	Home	RT		
Notes					

For office use only	
Grand total amount	