



# Carlson Building Maintenance

## PerDiem Form

09-05-2024

- 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:	Robert Kay
Employee number:	13044
District manager:	Bob Kay

### Job Site

Store location:	630 T1246 Sturgeon Bay WI
City:	Sturgeon Bay
State:	WI

### Hotel Info

First night needed	09-03-2024
Last night needed:	Sturgeon Bay

### Per Diem

For office use only.

Arrival Date	Departure Date
09-03-2024	09-05-2024

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-09-05	Home	Home	RT		

### Notes

Training Project to on Stripping and waxing

### For office use only

Grand total amount