



Carlson Building Maintenance

PerDiem Form

11-21-2024

- 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:	537 Target T1060 Madison West WI Junction Road
City:	Madison
State:	WI

Hotel Info

First night needed	11-18-2024
Last night needed:	Madison

Per Diem

For office use only.

Arrival Date	Departure Date
11-18-2024	11-20-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-11-21	Home	Home	RT		

Notes

Training a new 3 person team

For office use only

Grand total amount