



Carlson Building Maintenance

PerDiem Form

02-09-2024

- 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:	Allison Villup
Employee number:	13313
District manager:	Bob Kay

Job Site

Store location:	660 T2348 Lake Geneva WI
City:	Lake Geneva
State:	WI

Hotel Info

First night needed	02-09-2024
Last night needed:	Lake Geneva

Per Diem

For office use only.

Arrival Date	Departure Date
02-09-2024	02-09-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-02-05	Home	660 T2348 Lake Geneva WI	RT		
2024-02-06	Home	656 T1925 Oak Creek WI	RT		
2024-02-07	Home	660 T2348 Lake Geneva WI	RT		
2024-02-08	Home	660 T2348 Lake Geneva WI	RT		
2024-02-09	Home	660 T2348 Lake Geneva WI	RT		

Notes

For office use only

Grand total amount	
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