



Carlson Building Maintenance

PerDiem Form

05-15-2025

- 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:	Felix Varela
Employee number:	14311
District manager:	Felix Varela
Job Site	
Store location:	Home
City:	
State:	
Hotel Info	
First night needed	05-15-2025
Last night needed:	

Per Diem				For office use only.	
Arrival Date		Departure Date			
05-15-2025		05-15-2025			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
Notes					
I was in a Hotel East Peoria 02/02 02/03 Decatur 02/17 Champaign 02/18 East Peoria 03/09 Decatur 03/16 Minnesota office 03/23 03/24 Springfield 04/10 Decatur 05/14 For a total of 10 nights. Thank you.					

For office use only	
Grand total amount	