



Carlson Building Maintenance

PerDiem Form

06-03-2024

- 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:	Felix Varela
Employee number:	14311
District manager:	Felix Varela
Job Site	
Store location:	Home
City:	
State:	
Hotel Info	
First night needed	03-17-2024
Last night needed:	

Per Diem				For office use only.	
Arrival Date		Departure Date			
03-17-2024		05-27-2024			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-03-17	Home	688 Target T0871 Peoria IL	RT		
2024-03-24	Home	687 Target T0670 Springfield IL	RT		
2024-04-07	Home	688 Target T0871 Peoria IL	RT		
2024-04-14	Home	687 Target T0670 Springfield IL	RT		
2024-04-21	Home	652 T0943 Champaign IL	RT		
2024-05-05	Home	687 Target T0670 Springfield IL	RT		
2024-05-19	Home	688 Target T0871 Peoria IL	RT		
2024-05-26	Home	652 T0943 Champaign IL	RT		

Notes

For office use only

Grand total amount