



Carlson Building Maintenance

PerDiem Form

10-06-2025

- 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	10-06-2025
Last night needed:	

Per Diem				For office use only.	
Arrival Date		Departure Date			
10-06-2025		10-06-2025			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-10-06	Home	Home	RT		
Notes					
I was in a hotel East Peoria 06/02 Decatur 06/03 Champaign 06/04 Springfield 07/10 Peoria 07/17 Quincy 08/07 Champaign 08/08 Peoria 09/05 Springfield 09/08 Peoria 10/02 Decatur 10/05 For a total of 11 nights					

For office use only

Grand total amount	
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