



Carlson Building Maintenance

PerDiem Form

10-24-2024

- 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	10-24-2024
Last night needed:	

Per Diem

For office use only.

Arrival Date	Departure Date
10-24-2024	10-24-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-10-24	Home	Home	RT		

Notes

I was in a hotel on Decatur 06/09 - Peru 06/10 - Decatur 07/17 - Peoria 07/28 - Davenport 07/29 - Peoria 09/08 - East Peoria 10/13 - Springfield 10/20 - Champaign 10/21 -

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Grand total amount	
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