



Carlson Building Maintenance

PerDiem Form

11-26-2024

- 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: | Cesar Cerrano |
| Employee number: | 14576 |
| District manager: | Cruz Hernandez |
| Job Site | |
| Store location: | 530 T0857 Kearney NE |
| City: | Kearney |
| State: | NE |
| Hotel Info | |
| First night needed | 11-25-2024 |
| Last night needed: | Kearney |

| Per Diem | | | | For office use only. | |
|--------------|---------------|-------------------|-------|----------------------|-----|
| Arrival Date | | Departure Date | | | |
| 11-25-2024 | | 11-27-2024 | | | |
| Mileage | | | | For office use only | |
| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
| <u>Notes</u> | | | | | |

| For office use only | |
|---------------------|--|
| Grand total amount | |