



Carlson Building Maintenance

PerDiem Form

07-18-2024

- 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: | Jose Martinez (Manager) |
| Employee number: | 14939 |
| District manager: | Jose Martinez |

Job Site

| | |
|-----------------|--|
| Store location: | 539 Target T1069 Madison East WI Lien Road |
| City: | Madison |
| State: | WI |

Hotel Info

| | |
|--------------------|------------|
| First night needed | 07-02-2024 |
| Last night needed: | Madison |

Per Diem

For office use only.

| | |
|--------------|----------------|
| Arrival Date | Departure Date |
| 07-02-2024 | 07-05-2024 |

Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------------|---------------|--|-------|----|-----|
| 2024-07-02 | Home | 539 Target T1069 Madison East WI Lien Road | RT | | |

Notes

Food Reimbursement Only

For office use only

Grand total amount