



Carlson Building Maintenance

PerDiem Form

08-02-2024

- 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:	Home
City:	
State:	

Hotel Info

First night needed	07-28-2024
Last night needed:	

Per Diem

Arrival Date	Departure Date
07-28-2024	07-28-2024

For office use only.

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
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Notes

Jose covered Madison Area bcs Madison's Manager was on Vacation no hotel needed, stayed wiht relative, no mileage reimbursement needed only food reimbursement from 7/28 to August 3rd.

For office use only

Grand total amount