



Carlson Building Maintenance

PerDiem Form

02-23-2024

- 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:	639 T1895 West Milwaukee WI
City:	West Milwaukee
State:	WI

Hotel Info

First night needed	02-19-2024
Last night needed:	West Milwaukee

Per Diem

For office use only.

Arrival Date	Departure Date
02-19-2024	02-21-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-02-19	Home	639 T1895 West Milwaukee WI	RT		

Notes

For office use only

Grand total amount