



# Carlson Building Maintenance

## PerDiem Form

02-05-2024

- 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:	Angel Freire
Employee number:	15015
District manager:	Jose Martinez

### Job Site

Store location:	804 Cabelas Green Bay WI
City:	Green Bay
State:	WI

### Hotel Info

First night needed	01-23-2024
Last night needed:	Green Bay

### Per Diem

Arrival Date	Departure Date
01-23-2024	01-23-2024

For office use only.

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-01-23	Home	804 Cabelas Green Bay WI	RT		
2024-01-24	Home	804 Cabelas Green Bay WI	RT		
2024-01-25	Home	804 Cabelas Green Bay WI	RT		
2024-01-26	Home	804 Cabelas Green Bay WI	RT		
2024-01-27	Home	804 Cabelas Green Bay WI	RT		

### Notes

For office use only

Grand total amount	
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