



Carlson Building Maintenance

PerDiem Form

02-18-2024

- 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:	Cristian Montes
Employee number:	15109
District manager:	Jose Martinez

Job Site

Store location:	635 T0238 Appleton WI
City:	Appleton
State:	WI

Hotel Info

First night needed	02-05-2024
Last night needed:	Appleton

Per Diem

For office use only.

Arrival Date	Departure Date
02-05-2024	02-10-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-02-05	Home	635 T0238 Appleton WI	OW		
2024-02-06	635 T0238 Appleton WI	570 T0364 Schofield WI	OW		
2024-02-07	570 T0364 Schofield WI	632 T1248 Appleton WI	RT		
2024-02-08	632 T1248 Appleton WI	631 T1247 Green Bay WI	RT		
2024-02-10	631 T1247 Green Bay WI	Home	OW		

Notes

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Grand total amount	
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