



Carlson Building Maintenance

PerDiem Form

10-10-2024

- 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:	Rene Cedillo
Employee number:	15142
District manager:	Rene Cedillo

Job Site

Store location:	174 Hugo's 13th Ave N. Grand Forks, ND
City:	Grand Forks
State:	ND

Hotel Info

First night needed	10-07-2024
Last night needed:	Grand Forks

Per Diem

For office use only.

Arrival Date	Departure Date
10-07-2024	10-09-2024

Mileage

For office use only

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

VATS / FS&W

For office use only

Grand total amount