Carlson Building Maintenance

PerDiem Form   **09-18-2025**

- 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:	Yinet Guitierrez
Employee number:	15292
District manager:	Jose Martinez
Job Site	
Store location:	210 Meijer Oak Creek WI
City:	Oak Creek
State:	WI
Hotel Info	
First night needed	09-18-2025
Last night needed:	Oak Creek

Per Diem		For office use only.
Arrival Date	Departure Date	
09-18-2025	09-18-2025	

Mileage					For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-09-03	210 Meijer Oak Creek WI	Home	OW		
2025-09-04	210 Meijer Oak Creek WI	Home	OW		
2025-09-05	210 Meijer Oak Creek WI	Home	OW		
2025-09-06	210 Meijer Oak Creek WI	Home	OW		
2025-09-08	211 Meijer Grafton WI	Home	OW		
2025-09-09	210 Meijer Oak Creek WI	Home	OW		
2025-09-10	210 Meijer Oak Creek WI	Home	OW		
2025-09-11	210 Meijer Oak Creek WI	Home	OW		
2025-09-12	210 Meijer Oak Creek WI	Home	OW		
2025-09-13	210 Meijer Oak Creek WI	Home	OW		
2025-09-15	210 Meijer Oak Creek WI	Home	OW		

2025-09-16	210 Meijer Oak Creek WI	Home	OW
2025-09-17	210 Meijer Oak Creek WI	Home	OW
2025-09-18	210 Meijer Oak Creek WI	Home	OW
2025-09-19	210 Meijer Oak Creek WI	Home	OW

Notes

This employee has been helping in two stores. only Mileage reimbursement between stores. From Meijer Oak creek to Target T2877 Glendale North Shore, however T2877 is not listed. No hotel needed it just the Non MN Mileage from is not working. Thank you

For office use only	
Grand total amount	