



# Carlson Building Maintenance

## PerDiem Form

06-13-2024

- 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:    | Gustavo Martinez |
| Employee number:  | 15380            |
| District manager: | Jose Martinez    |

### Job Site

|                 |                      |
|-----------------|----------------------|
| Store location: | 616 T0807 Oshkosh WI |
| City:           | Oshkosh              |
| State:          | WI                   |

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 06-10-2024 |
| Last night needed: | Oshkosh    |

### Per Diem

For office use only.

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 06-10-2024   | 06-13-2024     |

### Mileage

For office use only

| Date       | Departed from | Destination/Store    | RT/OW | MI | Amt |
|------------|---------------|----------------------|-------|----|-----|
| 2024-06-10 | Home          | 616 T0807 Oshkosh WI | RT    |    |     |

### Notes

### For office use only

Grand total amount