



Carlson Building Maintenance

PerDiem Form

11-12-2025

- 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:	Gutierrez, Emerson #15382
Employee number:	15382
District manager:	Jose Martinez

Job Site

Store location:	631 T1247 Green Bay WI
City:	Green Bay
State:	WI

Hotel Info

First night needed	11-03-2025
Last night needed:	Green Bay

Per Diem

For office use only.

Arrival Date	Departure Date
11-03-2025	11-06-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-11-03	Home	631 T1247 Green Bay WI	RT		

Notes

food and mileage reimbursement

For office use only

Grand total amount