



# Carlson Building Maintenance

## PerDiem Form

08-08-2024

- 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:    | Axel Reyes Soto |
| Employee number:  | 15407           |
| District manager: | Jose Martinez   |

### Job Site

|                 |      |
|-----------------|------|
| Store location: | Home |
| City:           |      |
| State:          |      |

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 07-23-2024 |
| Last night needed: |            |

### Per Diem

For office use only.

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 07-23-2024   | 07-23-2024     |

### Mileage

For office use only

| Date       | Departed from | Destination/Store     | RT/OW | MI | Amt |
|------------|---------------|-----------------------|-------|----|-----|
| 2024-07-23 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-07-24 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-07-25 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-07-26 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-07-29 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-07-30 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-07-31 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-08-01 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-08-02 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-08-05 | Home          | 635 T0238 Appleton WI | RT    |    |     |
| 2024-08-06 | Home          | 635 T0238 Appleton WI | RT    |    |     |

Notes

No Hotel needed, just milage reimbursement

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Grand total amount