



# Carlson Building Maintenance

## PerDiem Form

07-09-2024

- 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:	Brenda Rivera
Employee number:	15422
District manager:	Jose Martinez

### Job Site

Store location:	Home
City:	
State:	

### Hotel Info

First night needed	07-02-2024
Last night needed:	

### Per Diem

For office use only.

Arrival Date	Departure Date
07-02-2024	07-05-2024

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-07-02	Home	539 Target T1069 Madison East WI Lien Road	RT		

### Notes

### For office use only

Grand total amount