



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:	Brenda Rivera
Employee number:	15422
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		
2024-07-31	635 T0238 Appleton WI	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, only Mileage reimbursement

For office use only

Grand total amount