



Carlson Building Maintenance

PerDiem Form

09-06-2024

- 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:	570 T0364 Schofield WI
City:	Schofield
State:	WI

Hotel Info

First night needed	08-27-2024
Last night needed:	Schofield

Per Diem

For office use only.

Arrival Date	Departure Date
08-27-2024	08-27-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-08-27	Home	570 T0364 Schofield WI	RT		
2024-09-03	Home	630 T1246 Sturgeon Bay WI	RT		
2024-09-04	Home	630 T1246 Sturgeon Bay WI	RT		
2024-09-05	Home	630 T1246 Sturgeon Bay WI	RT		
2024-09-06	Home	630 T1246 Sturgeon Bay WI	RT		

Notes

Schofield Store , Grout Cleaning and check lanes DSR. Sturgeon Bay- Full Strip and Wax. No hotel needed, only mileage reimbursement.

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Grand total amount