



Carlson Building Maintenance

PerDiem Form

09-13-2024

- 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:	630 T1246 Sturgeon Bay WI
City:	Sturgeon Bay
State:	WI

Hotel Info

First night needed	09-09-2024
Last night needed:	Sturgeon Bay

Per Diem

For office use only.

Arrival Date	Departure Date
09-09-2024	09-14-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-09-09	Home	630 T1246 Sturgeon Bay WI	RT		
2024-09-10	Home	630 T1246 Sturgeon Bay WI	RT		
2024-09-11	Home	630 T1246 Sturgeon Bay WI	RT		
2024-09-12	Home	630 T1246 Sturgeon Bay WI	RT		
2024-09-13	Home	630 T1246 Sturgeon Bay WI	RT		

Notes

No food, Mileage reimbursement only

For office use only

Grand total amount	
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