



# Carlson Building Maintenance

## PerDiem Form

10-15-2024

- 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:    | Arturo Gonzalez Zurita (Area Supervisor) |
| Employee number:  | 15566                                    |
| District manager: | Jose Martinez                            |

### Job Site

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

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 10-15-2024 |
| Last night needed: |            |

### Per Diem

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 10-15-2024   | 10-15-2024     |

For office use only.

### Mileage

For office use only

| Date       | Departed from                | Destination/Store            | RT/OW | MI | Amt |
|------------|------------------------------|------------------------------|-------|----|-----|
| 2024-09-18 | Home                         | 220 Meijer #300 Appleton WI  | OW    |    |     |
| 2024-09-18 | 220 Meijer #300 Appleton WI  | 219 Meijer #298 Howard WI    | OW    |    |     |
| 2024-09-18 | 219 Meijer #298 Howard WI    | Home                         | OW    |    |     |
| 2024-09-21 | Home                         | 217 Meijer #305 Sheboygan WI | OW    |    |     |
| 2024-09-21 | 217 Meijer #305 Sheboygan WI | 216 Meijer #304 Manitowoc WI | OW    |    |     |
| 2024-09-21 | 216 Meijer #304 Manitowoc WI | 220 Meijer #300 Appleton WI  | OW    |    |     |
| 2024-09-21 | 220 Meijer #300 Appleton WI  | 219 Meijer #298 Howard WI    | OW    |    |     |
| 2024-09-18 | 219 Meijer #298 Howard WI    | Home                         | OW    |    |     |

Notes

Arturo did not have a gas card yet

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Grand total amount