



Carlson Building Maintenance

PerDiem Form

07-23-2025

- 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:	Ramon Lopez Diaz
Employee number:	15671
District manager:	Jose Martinez

Job Site

Store location:	632 T1248 Appleton WI
City:	Appleton
State:	WI

Hotel Info

First night needed	07-23-2025
Last night needed:	Appleton

Per Diem

Arrival Date	Departure Date
07-23-2025	07-23-2025

For office use only.

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-07-20	Home	632 T1248 Appleton WI	RT		
2025-07-21	Home	632 T1248 Appleton WI	RT		
2025-07-22	Home	632 T1248 Appleton WI	RT		
2025-07-23	Home	632 T1248 Appleton WI	RT		
2025-07-24	Home	632 T1248 Appleton WI	RT		
2025-07-25	Home	632 T1248 Appleton WI	RT		

Notes

Covering PTO, mileage reimbursement only

For office use only	
Grand total amount	