



# Carlson Building Maintenance

## PerDiem Form

06-18-2025

- 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:	Dennis Valencia
Employee number:	15858
District manager:	Freddy Diaz

### Job Site

Store location:	232 Meijer Brunswick OH
City:	Avon
State:	OH

### Hotel Info

First night needed	06-14-2025
Last night needed:	Avon

### Per Diem

Arrival Date	Departure Date
06-14-2025	06-14-2025

For office use only.

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-06-14	223 Meijer Westerville OH	232 Meijer Brunswick OH	RT		

### Notes

No hotel needed. 216 miles round trip, 3hrs20min drive time

### For office use only

Grand total amount