



Carlson Building Maintenance

PerDiem Form

09-18-2025

- 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:	Nathaniel Sandoval Perez
Employee number:	16304
District manager:	Jose Martinez

Job Site

Store location:	635 T0238 Appleton WI
City:	Appleton
State:	WI

Hotel Info

First night needed	09-18-2025
Last night needed:	Appleton

Per Diem

For office use only.

Arrival Date	Departure Date
09-18-2025	09-18-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-09-13	632 T1248 Appleton WI	635 T0238 Appleton WI	OW		
2025-09-14	632 T1248 Appleton WI	635 T0238 Appleton WI	OW		
2025-09-15	632 T1248 Appleton WI	635 T0238 Appleton WI	OW		
2025-09-16	632 T1248 Appleton WI	635 T0238 Appleton WI	OW		
2025-09-17	632 T1248 Appleton WI	635 T0238 Appleton WI	OW		
2025-09-18	632 T1248 Appleton WI	635 T0238 Appleton WI	OW		
2025-09-19	632 T1248 Appleton WI	635 T0238 Appleton WI	OW		

Notes

this employee has been helping in two different stores, only mileage reimbursement

between stores. Non MN Mileage is not working. If any questions, please let me know.
Thank you

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Grand total amount	