



# Carlson Building Maintenance

## PerDiem Form

02-04-2025

- 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:	Cruz Hernandez
Employee number:	3187
District manager:	Cruz Hernandez

### Job Site

Store location:	802 Cabelas Mitchell SD
City:	Mitchell
State:	SD

### Hotel Info

First night needed	02-04-2025
Last night needed:	Mitchell

### Per Diem

For office use only.

Arrival Date	Departure Date
02-04-2025	02-07-2025

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-02-04	Home	802 Cabelas Mitchell SD	OW		

### Notes

### For office use only

Grand total amount