



Carlson Building Maintenance

PerDiem Form

05-14-2024

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

Job Site

| | |
|-----------------|---------------------------|
| Store location: | 505 T1901 West Des Moines |
| City: | West Des Moines |
| State: | IA |

Hotel Info

| | |
|--------------------|-----------------|
| First night needed | 05-13-2024 |
| Last night needed: | West Des Moines |

Per Diem

For office use only.

| | |
|--------------|----------------|
| Arrival Date | Departure Date |
| 05-13-2024 | 05-17-2024 |

Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------|---------------|-------------------|-------|----|-----|
|------|---------------|-------------------|-------|----|-----|

Notes

For office use only

Grand total amount