



Carlson Building Maintenance

PerDiem Form

07-22-2025

- 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:	505 T1901 West Des Moines
City:	West Des Moines
State:	IA

Hotel Info

First night needed	07-21-2025
Last night needed:	West Des Moines

Per Diem

Arrival Date	Departure Date
07-21-2025	07-26-2025

For office use only.

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-07-21	Home	505 T1901 West Des Moines	OW		

Notes

For office use only

Grand total amount