



Carlson Building Maintenance

PerDiem Form

02-06-2024

- 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
Employee number:	3187
District manager:	Cruz Hernandez

Job Site

Store location:	566 T0532 Papillion NE
City:	Papillion
State:	NE

Hotel Info

First night needed	02-05-2024
Last night needed:	Papillion

Per Diem

For office use only.

Arrival Date	Departure Date
02-05-2024	02-09-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-02-05	548 T0530 Omaha NE	596 T0803 Des Moines IA	RT		

Notes

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Grand total amount	
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