



# Carlson Building Maintenance

## PerDiem Form

07-15-2024

- 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:	Tester Testing
Employee number:	4234432
District manager:	Joe Schaeppi

### Job Site

Store location:	353 Best Buy Outlet Center-Eden Prairie, MN
City:	Eden Prairie
State:	MN

### Hotel Info

First night needed	07-17-2024
Last night needed:	Eden Prairie

### Per Diem

For office use only.

Arrival Date	Departure Date
07-17-2024	07-17-2024

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-07-24	351 Best Buy-Burnsville, MN	356 Best Buy-Northtown (Blaine), MN	RT		
2024-07-18	356 Best Buy-Northtown (Blaine), MN	359 Best Buy-Coon Rapids, MN	OW		

### Notes

### For office use only

Grand total amount

