



Carlson Building Maintenance

PerDiem Form

04-22-2024

- 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: | Reinaldo Espinosa |
| Employee number: | 4563 |
| District manager: | Pedro Amaro |

Job Site

| | |
|-----------------|-----------------------|
| Store location: | 560 T0620 Onalaska WI |
| City: | Onalaska |
| State: | WI |

Hotel Info

| | |
|--------------------|------------|
| First night needed | 04-22-2024 |
| Last night needed: | Onalaska |

Per Diem

For office use only.

| | |
|--------------|----------------|
| Arrival Date | Departure Date |
| 04-22-2024 | 04-27-2024 |

Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------------|---------------|-----------------------|-------|----|-----|
| 2024-04-22 | Home | 560 T0620 Onalaska WI | OW | | |

Notes

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Grand total amount