



Carlson Building Maintenance

PerDiem Form

05-20-2024

- 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: | 626 T0661 Willmar MN |
| City: | Willmar |
| State: | MN |

Hotel Info

| | |
|--------------------|------------|
| First night needed | 05-20-2024 |
| Last night needed: | Willmar |

Per Diem

For office use only.

| | |
|--------------|----------------|
| Arrival Date | Departure Date |
| 05-20-2024 | 05-25-2024 |

Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------------|---------------|----------------------|-------|----|-----|
| 2024-05-20 | Home | 626 T0661 Willmar MN | OW | | |

Notes

For office use only

Grand total amount