



Carlson Building Maintenance

PerDiem Form

12-06-2024

- 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:	Reinaldo Espinosa
Employee number:	4563
District manager:	Rene Cedillo

Job Site

Store location:	177 Hugo's 32nd Ave Grand Forks, ND
City:	Grand Forks
State:	ND

Hotel Info

First night needed	11-18-2024
Last night needed:	Grand Forks

Per Diem

For office use only.

Arrival Date	Departure Date
11-18-2024	11-22-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
------	---------------	-------------------	-------	----	-----

Notes

Arrived 11/8 - Departed 11/23

For office use only

Grand total amount