



Carlson Building Maintenance

PerDiem Form

07-30-2024

- 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:	Israel Ortiz
Employee number:	5657
District manager:	Cruz Hernandez
Job Site	
Store location:	727 Hy Vee Yankton
City:	Yankton
State:	SD
Hotel Info	
First night needed	07-29-2024
Last night needed:	Yankton

Per Diem				For office use only.	
Arrival Date		Departure Date			
07-29-2024		08-03-2024			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-07-29	Home	727 Hy Vee Yankton	RT		
Notes					

For office use only	
Grand total amount	