



# Carlson Building Maintenance

## PerDiem Form

12-03-2024

- 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:	802 Cabelas Mitchell SD
City:	Mitchell
State:	SD

### Hotel Info

First night needed	12-02-2024
Last night needed:	Mitchell

### Per Diem

For office use only.

Arrival Date	Departure Date
12-02-2024	12-09-2024

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-12-02	Home	802 Cabelas Mitchell SD	RT		

### Notes

### For office use only

Grand total amount