



Carlson Building Maintenance

PerDiem Form

03-05-2024

- 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	03-04-2024
Last night needed:	Yankton

Per Diem

For office use only.

Arrival Date	Departure Date
03-04-2024	03-09-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-03-04	Home	727 Hy Vee Yankton	RT		

Notes

For office use only

Grand total amount	
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