



Carlson Building Maintenance

PerDiem Form

04-02-2024

- 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:	5757
District manager:	Cruz Hernandez

Job Site

Store location:	802 Cabelas Mitchell SD
City:	Mitchell
State:	SD

Hotel Info

First night needed	04-01-2024
Last night needed:	Mitchell

Per Diem

For office use only.

Arrival Date	Departure Date
04-01-2024	04-06-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-04-01	Home	802 Cabelas Mitchell SD	RT		

Notes

For office use only

Grand total amount	
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