

# Carlson Building Maintenance

## PerDiem Form

03-31-2026

- 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:       | Alberto Flores            |
| Employee number:     | 10354                     |
| District manager:    | Cruz Hernandez            |
| Job Site             |                           |
| Store location:      | 520 - T0878 Fort Dodge IA |
| City:                | Fort Dodge                |
| State:               | IA                        |
| Hotel Info           |                           |
| First night needed   | 03-30-2026                |
| Last night needed:   | 04-03-2026                |

| Per Diem     |               |                         |       | For office use only. |     |
|--------------|---------------|-------------------------|-------|----------------------|-----|
| Arrival Date |               | Departure Date          |       |                      |     |
| 03-30-2026   |               | 04-04-2026              |       |                      |     |
| Mileage      |               |                         |       | For office use only  |     |
| Date         | Departed from | Destination/Store       | RT/OW | MI                   | Amt |
| 03-30-2026   | Home          | 520 T0878 Fort Dodge IA | RT    |                      |     |
| <u>Notes</u> |               |                         |       |                      |     |

| For office use only |  |
|---------------------|--|
| Grand total amount  |  |