

Carlson Building Maintenance

PerDiem Form

02-09-2026

- 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:	Gregorio Cruz
Employee number:	11609
District manager:	Felix Varela
Job Site	
Store location:	652 - T0943 Champaign IL
City:	Champaign
State:	IL
Hotel Info	
First night needed	01-05-2026
Last night needed:	01-09-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
01-05-2026		01-10-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
01-05-2026	Home	652 T0943 Champaign IL	OW		
01-10-2026	652 T0943 Champaign IL	Home	OW		

Notes
Gregorio was in a hotel from 1/05 to 1/10 - Gregorio was drove a company vehicle.

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Grand total amount	