

Carlson Building Maintenance

PerDiem Form

12-15-2025

- 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: Jose Martinez Rodriguez

Employee number: 14939

District manager: Jose Martinez

Job Site

Store location: - Home

City:

State:

Hotel Info

First night needed 12-10-2025

Last night needed:

Per Diem

For office use only.

Arrival Date Departure Date

12-10-2025 12-13-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
12-10-2025	Home	Home	RT		

Notes

Testing

For office use only

Grand total amount