

Carlson Building Maintenance

PerDiem Form

12-22-2025

- 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 | 12-18-2025 |
| Last night needed: | 12-20-2025 |

| Per Diem | | For office use only. | |
|--------------|----------------|----------------------|-------|
| Arrival Date | Departure Date | | |
| 12-18-2025 | 12-20-2025 | | |
| Mileage | | | |
| Date | Departed from | Destination/Store | RT/OW |
| 12-18-2025 | Home | Home | RT |
| Notes | | | |
| Testing | | | |

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