

# Carlson Building Maintenance

## PerDiem Form

01-21-2026

- 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: Edwin Pacheco

Employee number: 14997

District manager: Jose Martinez

### Job Site

Store location: 570 - T0364 Schofield WI

City: Schofield

State: WI

### Hotel Info

First night needed 01-14-2026

Last night needed: 01-18-2026

### Per Diem

For office use only.

Arrival Date Departure Date

01-14-2026 01-18-2026

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
01-14-2026	Home	570 T0364 Schofield WI	RT		

### Notes

Food reimbursement

### For office use only

Grand total amount