

# Carlson Building Maintenance

## PerDiem Form

12-03-2025

- 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:    | Emerson Gutierrez |
| Employee number:  | 15382             |
| District manager: | Jose Martinez     |

### Job Site

|                 |                           |
|-----------------|---------------------------|
| Store location: | 596 - T0803 Des Moines IA |
| City:           | Des Moines                |
| State:          | IA                        |

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 11-27-2025 |
| Last night needed: | 01/05/2024 |

### Per Diem

For office use only.

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 11-27-2025   | 11-28-2025     |

### Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------|---------------|-------------------|-------|----|-----|
|------|---------------|-------------------|-------|----|-----|

Notes

Testing

### For office use only

Grand total amount