

# Carlson Building Maintenance

## PerDiem Form

01-14-2026

- 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:	Ismael Maldonado
Employee number:	16542
District manager:	Jose Martinez
Job Site	
Store location:	- Home
City:	
State:	
Hotel Info	
First night needed	01-12-2026
Last night needed:	01-14-2026

Per Diem		For office use only.	
Arrival Date	Departure Date		
01-12-2026	01-14-2026		
Mileage			
Date	Departed from	Destination/Store	RT/OW
01-12-2026	Home	635 T0238 Appleton WI	RT
Notes			
Milwaukee Manager in training with Jose in the Appleton area			

For office use only	
Grand total amount	