

Carlson Building Maintenance

PerDiem Form

06-22-2026

- 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:	Carolina Salazar
Employee number:	16859
District manager:	Carolina Salazar Toro

Job Site

Store location:	- Home
City:	
State:	

Hotel Info

First night needed	06-11-2026
Last night needed:	06-11-2026

Per Diem

For office use only.

Arrival Date	Departure Date
06-11-2026	06-11-2026

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
06-11-2026	Home	Home	RT		

Notes

I currently do not have access to the Retail accounts in the CBM portal, which prevents me from selecting the correct location, Onalaska. During my recent one-day trip on three different dates, I did not require hotel accommodations or mileage reimbursement; I only needed to account for the per diem. Thank you for your understanding.

For office use only

Grand total amount	
--------------------	--