

Carlson Building Maintenance

PerDiem Form

04-06-2026

- 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:	Tester Testing
Employee number:	21252
District manager:	Joe Schaeppi
Job Site	
Store location:	352 - Best Buy-Eagan, MN
City:	Eagan
State:	MN
Hotel Info	
First night needed	04-01-2026
Last night needed:	04-02-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
03-30-2026		04-03-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
04-07-2026	214 Meijer Pewaukee	356 Best Buy-Northtown (Blaine), MN	RT		
Notes					
Tester					

For office use only	
Grand total amount	