

Carlson Building Maintenance

PerDiem Form

11-19-2025

- 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: Cruz Hernandez

Employee number: 3187

District manager: Cruz Hernandez

Job Site

Store location: 596 - T0803 Des Moines IA

City: Des Moines

State: IA

Hotel Info

First night needed 11-18-2025

Last night needed: 01/05/2024

Per Diem

For office use only.

Arrival Date Departure Date

11-18-2025 11-22-2025

Mileage

For office use only

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

Notes

Testing

For office use only

Grand total amount