

Carlson Building Maintenance

PerDiem Form

12-11-2025

- 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: Tester Testing

Employee number: 352552

District manager: Joe Schaeppi

Job Site

Store location: 350 - Best Buy-Apple Valley, MN

City: Apple Valley

State: MN

Hotel Info

First night needed 12-10-2025

Last night needed: Apple Valley

Per Diem

For office use only.

Arrival Date Departure Date

12-10-2025 12-17-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-12-15	352 Best Buy-Eagan, MN	353 Best Buy Outlet Center-Eden Prarie, MN	RT		
2025-12-15	357 Best Buy-Richfield MN	358 Best Buy-Maplewood, MN	OW		

Notes

Testing

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Grand total amount