

Carlson Building Maintenance

PerDiem Form

02-17-2026

- 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:	Israel Ortiz
Employee number:	5657
District manager:	Cruz Hernandez
Job Site	
Store location:	546 - T0856 Norfolk NE
City:	Norfolk
State:	NE
Hotel Info	
First night needed	02-16-2026
Last night needed:	02-18-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
02-16-2026		02-19-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
02-16-2026	Home	546 T0856 Norfolk NE	RT		
<u>Notes</u>					

For office use only	
Grand total amount	