

Carlson Building Maintenance

PerDiem Form

05-05-2026

- 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:	Sonia Villalobos
Employee number:	8246
District manager:	Jose Martinez
Job Site	
Store location:	- Home
City:	
State:	
Hotel Info	
First night needed	04-27-2026
Last night needed:	05-02-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
04-27-2026		05-02-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
04-27-2026	Home	Home	RT		

Notes

I am not sure what store to list above since this was a training through the district between, Green Bay Are, Milwaukee and Illinois. Only food reimbursement, she has company has card.

For office use only	
Grand total amount	

