

Carlson Building Maintenance

PerDiem Form

12-17-2025

- 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: | Test Employee |
| Employee number: | 99999 |
| District manager: | Integration Test |

Job Site

| | |
|-----------------|-------------------------------|
| Store location: | 9999 - Integration Test Store |
| City: | White Bear Lake |
| State: | MN |

Hotel Info

| | |
|--------------------|-----------------|
| First night needed | 12-18-2025 |
| Last night needed: | White Bear Lake |

Per Diem

For office use only.

| | |
|--------------|----------------|
| Arrival Date | Departure Date |
| 12-18-2025 | 12-20-2025 |

Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------------|-----------------------------|-----------------------------|-------|----|-----|
| 12-18-2025 | 9999 Integration Test Store | 9998 Integration Test Store | RT | | |

Notes

Testing

For office use only

Grand total amount