

Carlson Building Maintenance

PerDiem Form

12-27-2025

- 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	12-27-2025
Last night needed:	12-28-2025

Per Diem

For office use only.

Arrival Date	Departure Date
12-27-2025	12-29-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
12-27-2025	9999 Integration Test Store	9998 Integration Test Store	RT		

Notes

Integration test - per diem

For office use only

Grand total amount