



# Carlson Building Maintenance

## PerDiem Form

12-30-2024

- 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:	Edgar Solis
Employee number:	10702
District manager:	Felix Varela
Job Site	
Store location:	687 Target T0670 Springfield IL
City:	Springfield
State:	IL
Hotel Info	
First night needed	12-23-2024
Last night needed:	Springfield

Per Diem				For office use only.	
Arrival Date		Departure Date			
12-23-2024		12-24-2024			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-12-23	Home	687 Target T0670 Springfield IL	OW		
2024-12-24	687 Target T0670 Springfield IL	Home	OW		
2024-12-26	Home	687 Target T0670 Springfield IL	OW		
2024-12-27	687 Target T0670 Springfield IL	571 Target T2896 Quincy IL	OW		
Notes					
Edgar was in a hotel from 12/23 to 12/24 and again from 12/26 to 12/27 in Springfield					

ILL then 12/28 in Quincy ILL for a total of 5 nights in a hotel this week.

For office use only

Grand total amount	
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