



Carlson Building Maintenance

PerDiem Form

10-02-2024

- 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:	Gregorio Cruz
Employee number:	11609
District manager:	Felix Varela

Job Site

Store location:	689 Target T2824 East Peoria IL
City:	East Peoria
State:	IL

Hotel Info

First night needed	09-23-2024
Last night needed:	East Peoria

Per Diem

For office use only.

Arrival Date	Departure Date
09-23-2024	09-28-2024

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2024-09-23	Home	689 Target T2824 East Peoria IL	OW		
2024-09-28	689 Target T2824 East Peoria IL	Home	OW		

Notes

Gregorio was in a hotel from 09/23 to 09/27 - Gregorio drove a company vehicle.

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Grand total amount	
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