



# Carlson Building Maintenance

## PerDiem Form

02-21-2024

- 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: | 687 Target T0670 Springfield IL |
| City:           | Springfield                     |
| State:          | IL                              |

### Hotel Info

|                    |             |
|--------------------|-------------|
| First night needed | 02-15-2024  |
| Last night needed: | Springfield |

### Per Diem

For office use only.

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 02-15-2024   | 02-17-2024     |

### Mileage

For office use only

| Date       | Departed from                   | Destination/Store               | RT/OW | MI | Amt |
|------------|---------------------------------|---------------------------------|-------|----|-----|
| 2024-02-15 | Home                            | 687 Target T0670 Springfield IL | OW    |    |     |
| 2024-02-17 | 687 Target T0670 Springfield IL | Home                            | OW    |    |     |

### Notes

For office use only

|                    |  |
|--------------------|--|
| Grand total amount |  |
|--------------------|--|