



Carlson Building Maintenance

PerDiem Form

02-17-2025

- 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:	Alejandro Cruz
Employee number:	11610
District manager:	Felix Varela

Job Site

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

Hotel Info

First night needed	02-10-2025
Last night needed:	East Peoria

Per Diem

For office use only.

Arrival Date	Departure Date
02-10-2025	02-15-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-02-10	Home	689 Target T2824 East Peoria IL	OW		
2025-02-15	689 Target T2824 East Peoria IL	Home	OW		

Notes

Alejandro was in a hotel from 02/10 to 02/15 - Alejandro drove a company vehicle.

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Grand total amount	
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