



# 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:	Alejandro Cruz
Employee number:	11610
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	
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