



# Carlson Building Maintenance

## PerDiem Form

04-29-2025

- 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:	Jesus Rodriguez
Employee number:	13738
District manager:	Felix Varela

### Job Site

Store location:	688 Target T0871 Peoria IL
City:	Peoria
State:	IL

### Hotel Info

First night needed	04-20-2025
Last night needed:	Peoria

### Per Diem

Arrival Date	Departure Date
04-20-2025	04-26-2025

For office use only.

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-04-20	Home	688 Target T0871 Peoria IL	OW		
2025-04-26	688 Target T0871 Peoria IL	Home	OW		

### Notes

Jesus was in a hotel from 04/20 to 04/26 - Jesus drove is own vehicle.

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Grand total amount