



Carlson Building Maintenance

PerDiem Form

06-23-2025

- 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	06-16-2025
Last night needed:	Peoria

Per Diem

Arrival Date	Departure Date
06-16-2025	06-18-2025

For office use only.

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-06-16	Home	688 Target T0871 Peoria IL	OW		
2025-06-18	688 Target T0871 Peoria IL	Home	OW		
2025-06-19	Home	649 T0895 Bourbonnais IL	RT		
2025-06-21	Home	651 T0929 Peru IL	RT		

Notes

Jesus was in a hotel from 06/16 to 06/18 for a total of two nights. Jesus drove his own vehicle.

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Grand total amount	