



Carlson Building Maintenance

PerDiem Form

07-08-2025

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

Hotel Info

First night needed	07-03-2025
Last night needed:	Springfield

Per Diem

For office use only.

Arrival Date	Departure Date
07-03-2025	07-05-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-06-29	Home	651 T0929 Peru IL	RT		
2025-07-03	Home	649 T0895 Bourbonnais IL	RT		
2025-07-04	Home	687 Target T0670 Springfield IL	OW		
2025-07-05	687 Target T0670 Springfield IL	Home	OW		

Notes

Jesus was in a hotel 2 nights - Jesus drove his own vehicle.

For office use only	
Grand total amount	