



# Carlson Building Maintenance

## PerDiem Form

09-15-2025

- 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:	686 Target T0137 Bloomington Normal IL
City:	Bloomington
State:	IL
Hotel Info	
First night needed	09-08-2025
Last night needed:	Bloomington

Per Diem				For office use only.	
Arrival Date		Departure Date			
09-08-2025		09-13-2025			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-09-07	Home	686 Target T0137 Bloomington Normal IL	RT		
2025-09-08	Home	686 Target T0137 Bloomington Normal IL	OW		
2025-09-13	686 Target T0137 Bloomington Normal IL	Home	OW		
Notes					
Jesus drove his own vehicle - Jesus was in a hotel from 09/08 to 09/13 for a total of 5 nights.					

For office use only	
Grand total amount	