



# Carlson Building Maintenance

## PerDiem Form

10-26-2025

- 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:	Luis Solis
Employee number:	14144
District manager:	Felix Varela
Job Site	
Store location:	571 Target T2896 Quincy IL
City:	Quincy
State:	IL
Hotel Info	
First night needed	10-19-2025
Last night needed:	Quincy

Per Diem				For office use only.	
Arrival Date		Departure Date			
10-19-2025		10-23-2025			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-10-19	Home	571 Target T2896 Quincy IL	OW		
2025-10-23	571 Target T2896 Quincy IL	IA Apartment Rental 1 275 W Donahue St Apt 8	OW		
2025-10-24	IA Apartment Rental 1 275 W Donahue St Apt 8	524 T0891 Galesburg IL	OW		
2025-10-24	524 T0891 Galesburg IL	515 T1768 Cedar Rapids	OW		
2025-10-24	515 T1768 Cedar Rapids	IA Apartment Rental 1 275 W Donahue St Apt 8	OW		
2025-10-25	IA Apartment Rental 1 275 W Donahue St Apt 8	524 T0891 Galesburg IL	RT		
2025-10-25	IA Apartment Rental 1 275 W	Home	OW		

Donahue St Apt 8			
Notes			
Luis Felipe drove his own vehicle.			

For office use only	
Grand total amount	