



# Carlson Building Maintenance

## PerDiem Form

10-16-2025

- 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:    | Will Sosa   |
| Employee number:  | 14702       |
| District manager: | Pedro Amaro |

### Job Site

|                 |                              |
|-----------------|------------------------------|
| Store location: | 676 T0657 Target Bemidji, MN |
| City:           | Bemidji                      |
| State:          | MN                           |

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 10-06-2025 |
| Last night needed: | Bemidji    |

### Per Diem

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 10-06-2025   | 10-08-2025     |

For office use only.

### Mileage

For office use only

| Date       | Departed from | Destination/Store            | RT/OW | MI | Amt |
|------------|---------------|------------------------------|-------|----|-----|
| 2025-10-06 | Home          | 676 T0657 Target Bemidji, MN | OW    |    |     |

### Notes

This employee do some training on this location also including the Virginia store on 10/13 the perdiem it for three dates 10/6 10/7 10/13

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Grand total amount