



Carlson Building Maintenance

PerDiem Form

07-01-2025

- 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:	Jose Martinez
Employee number:	14939
District manager:	Jose Martinez

Job Site

Store location:	539 Target T1069 Madison East WI Lien Road
City:	Madison
State:	WI

Hotel Info

First night needed	06-26-2025
Last night needed:	Madison

Per Diem

For office use only.

Arrival Date	Departure Date
06-26-2025	06-28-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-06-26	Home	539 Target T1069 Madison East WI Lien Road	RT		

Notes

Food Only. I was asked by Bob to help Madison to work on multiple work order that need to be closed by Saturday morning. However was able to stay with a relative no hotel requested. Thank you

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Grand total amount	
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