



Carlson Building Maintenance

PerDiem Form

10-29-2025

- 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	10-26-2025
Last night needed:	Madison

Per Diem

For office use only.

Arrival Date	Departure Date
10-26-2025	10-28-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-10-26	Home	539 Target T1069 Madison East WI Lien Road	RT		

Notes

No hotel needed, I was able to stay with a relative. Only food reimbursement was provided. Monday: retraining team and repair equipment, Tuesday headed to Milwaukee for equipment repairs at T0864, T2546, T0082 and T2780

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Grand total amount	
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