



Carlson Building Maintenance

PerDiem Form

04-07-2025

- 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:	Tommy Velasquez
Employee number:	15373
District manager:	Pedro Amaro

Job Site

Store location:	677 T0659 Target Baxter, MN
City:	Baxter
State:	MN

Hotel Info

First night needed	03-31-2025
Last night needed:	Baxter

Per Diem

For office use only.

Arrival Date	Departure Date
03-31-2025	04-05-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-03-31	Home	677 T0659 Target Baxter, MN	OW		

Notes

this EE cover a Maternity leave

For office use only

Grand total amount