



# Carlson Building Maintenance

## PerDiem Form

10-13-2025

- 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:    | Garcias Mejias, Milagro #16303 |
| Employee number:  | 16303                          |
| District manager: | Jose Martinez                  |

### Job Site

|                 |                               |
|-----------------|-------------------------------|
| Store location: | 519 Target T2106 Fitchburg WI |
| City:           | Fitchburg                     |
| State:          | WI                            |

### Hotel Info

|                    |            |
|--------------------|------------|
| First night needed | 09-24-2025 |
| Last night needed: | Fitchburg  |

### Per Diem

For office use only.

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 09-24-2025   | 09-27-2025     |

### Mileage

For office use only

| Date       | Departed from | Destination/Store             | RT/OW | MI | Amt |
|------------|---------------|-------------------------------|-------|----|-----|
| 2025-09-24 | Home          | 519 Target T2106 Fitchburg WI | RT    |    |     |

### Notes

Food and Mileage Reimbursement

### For office use only

Grand total amount