



# Carlson Building Maintenance

## PerDiem Form

05-01-2025

- 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:	Reinaldo Espinosa
Employee number:	4563
District manager:	Pedro Amaro

### Job Site

Store location:	678 T0821 Target Alexandria, MN
City:	Alexandria
State:	MN

### Hotel Info

First night needed	04-28-2025
Last night needed:	Alexandria

### Per Diem

Arrival Date	Departure Date
04-28-2025	05-03-2025

For office use only.

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-04-28	Home	678 T0821 Target Alexandria, MN	OW		

### Notes

this EE work on strip/wax project

### For office use only

Grand total amount