



# Carlson Building Maintenance

## PerDiem Form

08-11-2025

- 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: | 680 T0904 Target Grand Rapids, MN |
| City:           | Grand Rapids                      |
| State:          | MN                                |

### Hotel Info

|                    |              |
|--------------------|--------------|
| First night needed | 08-04-2025   |
| Last night needed: | Grand Rapids |

### Per Diem

For office use only.

|              |                |
|--------------|----------------|
| Arrival Date | Departure Date |
| 08-04-2025   | 08-09-2025     |

### Mileage

For office use only

| Date       | Departed from | Destination/Store                 | RT/OW | MI | Amt |
|------------|---------------|-----------------------------------|-------|----|-----|
| 2025-08-04 | Home          | 680 T0904 Target Grand Rapids, MN | OW    |    |     |

### Notes

this EE work on wax project

### For office use only

Grand total amount