



Carlson Building Maintenance

PerDiem Form

08-20-2025

- 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:	Israel Ortiz
Employee number:	5657
District manager:	Cruz Hernandez

Job Site

Store location:	530 T0857 Kearney NE
City:	Kearney
State:	NE

Hotel Info

First night needed	08-20-2025
Last night needed:	Kearney

Per Diem

For office use only.

Arrival Date	Departure Date
08-20-2025	08-23-2025

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-08-20	Home	530 T0857 Kearney NE	RT		

Notes

He's going to work at Target 2918 but its still not in the system that's why I put him under Target 0857.

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Grand total amount