



Carlson Building Maintenance

PerDiem Form

04-21-2025

- 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: | Nancy Caballero |
| Employee number: | 8232 |
| District manager: | Pedro Amaro |

Job Site

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

Hotel Info

| | |
|--------------------|------------|
| First night needed | 04-21-2025 |
| Last night needed: | Alexandria |

Per Diem

For office use only.

| | |
|--------------|----------------|
| Arrival Date | Departure Date |
| 04-21-2025 | 04-26-2025 |

Mileage

For office use only

| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
|------------|---------------|---------------------------------|-------|----|-----|
| 2025-04-21 | Home | 678 T0821 Target Alexandria, MN | OW | | |

Notes

this EE work on strip/wax project

For office use only

Grand total amount