

# Carlson Building Maintenance

## PerDiem Form

01-26-2026

- 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: Gregorio Cruz

Employee number: 11609

District manager: Felix Varela

### Job Site

Store location: 687 - Target T0670 Springfield IL

City: Springfield

State: IL

### Hotel Info

First night needed 01-21-2026

Last night needed: 01-23-2026

### Per Diem

For office use only.

Arrival Date Departure Date

01-21-2026 01-24-2026

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
01-21-2026	Home	687 Target T0670 Springfield IL	OW		
01-24-2026	687 Target T0670 Springfield IL	Home	OW		

### Notes

Gregorio was in a hotel from 01/21 to 01/24 - Gregorio drove a company vehicle

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Grand total amount	
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