

Carlson Building Maintenance

PerDiem Form

03-23-2026

- 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:	Alejandro Cruz
Employee number:	11610
District manager:	Felix Varela
Job Site	
Store location:	687 - Target T0670 Springfield IL
City:	Springfield
State:	IL
Hotel Info	
First night needed	03-16-2026
Last night needed:	03-20-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
03-16-2026		03-21-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
03-16-2026	Home	687 Target T0670 Springfield IL	OW		
03-21-2026	687 Target T0670 Springfield IL	Home	OW		
Notes					
Alejandro was in a hotel from 03/16 to 03/21 - Alejandro rode a company vehicle.					

For office use only

Grand total amount	
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