

Carlson Building Maintenance

PerDiem Form

12-22-2025

- 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:	Alejandro Cruz
Employee number:	11610
District manager:	Felix Varela
Job Site	
Store location:	689 - Target T2824 East Peoria IL
City:	East Peoria
State:	IL
Hotel Info	
First night needed	12-15-2025
Last night needed:	12-19-2025

Per Diem				For office use only	
Arrival Date		Departure Date			
12-15-2025		12-20-2025			
Mileage					
Date	Departed from	Destination/Store	RT/OW	MI	Amt
12-15-2025	Home	689 Target T2824 East Peoria IL	OW		
12-20-2025	689 Target T2824 East Peoria IL	Home	OW		

Notes

Testing

For office use only

Grand total amount	
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