

Carlson Building Maintenance

PerDiem Form

03-02-2026

- 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: | Jesus Rodriguez |
| Employee number: | 13738 |
| District manager: | Felix Varela |
| Job Site | |
| Store location: | 684 - T3374 Iowa City, IA Target Express |
| City: | Iowa City |
| State: | IA |
| Hotel Info | |
| First night needed | 02-22-2026 |
| Last night needed: | 02-27-2026 |

| Per Diem | | | | For office use only. | |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|-------|----------------------|-----|
| Arrival Date | | Departure Date | | | |
| 02-22-2026 | | 02-28-2026 | | | |
| Mileage | | | | For office use only | |
| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
| 02-22-2026 | Home | 684 T3374 Iowa City, IA Target Express | OW | | |
| 02-28-2026 | 684 T3374 Iowa City, IA Target Express | Home | OW | | |
| Notes | | | | | |
| Jesus was in a hotel from 02/22 to 02/28 - Jesus drove his own vehicle - Jesus spend \$45 in parking fees. | | | | | |

For office use only

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| Grand total amount | |
|--------------------|--|