

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:	Jesus Rodriguez
Employee number:	13738
District manager:	Felix Varela
Job Site	
Store location:	571 - Target T2896 Quincy IL
City:	Quincy
State:	IL
Hotel Info	
First night needed	03-16-2026
Last night needed:	03-18-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
03-16-2026		03-19-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
03-15-2026	Home	571 Target T2896 Quincy IL	OW		
03-19-2026	571 Target T2896 Quincy IL	Home	OW		
Notes					
_____ Jesus was in a hotel from 03/15 to 03/19 - Jesus drove his own vehicle.					

For office use only	
Grand total amount	