

Carlson Building Maintenance

PerDiem Form

03-12-2026

- 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: | Jose Martinez Rodriguez |
| Employee number: | 13949 |
| District manager: | Jose Martinez |
| Job Site | |
| Store location: | - Home |
| City: | |
| State: | |
| Hotel Info | |
| First night needed | 03-08-2026 |
| Last night needed: | 03-11-2026 |

| Per Diem | | | | For office use only. | |
|--------------|---------------|---|-------|----------------------|-----|
| Arrival Date | | Departure Date | | | |
| 03-08-2026 | | 03-11-2026 | | | |
| Mileage | | | | For office use only | |
| Date | Departed from | Destination/Store | RT/OW | MI | Amt |
| 03-08-2026 | Home | 539 Target T1069 Madison East WI Lien Road | RT | | |

Notes

I completed the Madison March monthly visits for all Target locations. No hotel was needed because I was able to stay with family. Food Reimbursement.

| For office use only | |
|---------------------|--|
| Grand total amount | |