

Carlson Building Maintenance

PerDiem Form

01-21-2026

- 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:	14939
District manager:	Jose Martinez
Job Site	
Store location:	- Home
City:	
State:	
Hotel Info	
First night needed	01-18-2026
Last night needed:	01-23-2026

Per Diem		For office use only		
Arrival Date	Departure Date			
01-18-2026	01-23-2026			
Mileage				
Date	Departed from	Destination/Store	RT/OW	MI
01-18-2026	Home	Home	RT	
Notes				
I have been working between Madison and Milwaukee due to the Target Corporate visit, as well as training the new Milwaukee Manager and the new Madison Supervisors. During this time, I was able to stay with a relative.				

For office use only	
Grand total amount	
