

Carlson Building Maintenance

PerDiem Form

02-16-2026

- 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
Employee number:	14939
District manager:	Jose Martinez
Job Site	
Store location:	519 - Target T2106 Fitchburg WI
City:	Fitchburg
State:	WI
Hotel Info	
First night needed	02-13-2026
Last night needed:	02-14-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
02-13-2026		02-14-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
02-13-2026	Home	519 Target T2106 Fitchburg WI	RT		

Notes

Only food reimbursement, Training New Supervisor on Major Equipment repair between Target Fitchburg and Target Junction. I was able to stay with a relative, no hotel was needed. Thank you

For office use only

Grand total amount	
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