

Carlson Building Maintenance

PerDiem Form

02-26-2026

- 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:	537 - Target T1060 Madison West WI Junction Road
City:	Madison
State:	WI
Hotel Info	
First night needed	02-22-2026
Last night needed:	02-25-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
02-22-2026		02-25-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
02-22-2026	Home	Home	RT		

Notes

Meetings with PML and MAPS to be completed, State Street, Junction Rd, Lien Rd, Janesville. Also giving access to new supervisor to Madison Sotorage. No Hotel needed I was able to stay with a relative, Thank you

For office use only

Grand total amount	
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