

Carlson Building Maintenance

PerDiem Form

03-02-2026

- 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:	Jorge Flores
Employee number:	16123
District manager:	Pedro Amaro
Job Site	
Store location:	680 - T0904 Target Grand Rapids, MN
City:	Grand Rapids
State:	MN
Hotel Info	
First night needed	02-20-2026
Last night needed:	02-27-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
02-20-2026		02-28-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
02-20-2026	Home	680 T0904 Target Grand Rapids, MN	OW		
02-28-2026	680 T0904 Target Grand Rapids, MN	Home	OW		
Notes					
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> this EE cover OP on this store </div>					

For office use only

Grand total amount	
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