

Carlson Building Maintenance

PerDiem Form

04-29-2026

- 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:	Milagro Garcias Mejias
Employee number:	16303
District manager:	Jose Martinez
Job Site	
Store location:	619 - Target T0863 Menomonee Falls WI
City:	Menomonee Falls
State:	WI
Hotel Info	
First night needed	04-21-2026
Last night needed:	04-25-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
04-21-2026		04-25-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
04-21-2026	539 Target T1069 Madison East	619 Target T0863 Menomonee Falls WI	OW		
04-25-2026	619 Target T0863 Menomonee Falls WI	Home	OW		
Notes					
Full DSR Food and Mileage reimbursement					

For office use only

Grand total amount	
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