

# Carlson Building Maintenance

## PerDiem Form

05-05-2026

- 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	04-27-2026
Last night needed:	05-02-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
04-27-2026		05-02-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
04-27-2026	Home	619 Target T0863 Menomonee Falls WI	RT		
Notes					
Mileage and food reimbursement					

For office use only	
Grand total amount	