Carlson Building Maintenance

PerDiem Form

04-20-2026

- 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:	Ariel Maza
Employee number:	16497
District manager:	Pedro Amaro
Job Site	
Store location:	677 - Target T0659 Baxter, MN
City:	Baxter
State:	MN
Hotel Info	
First night needed	04-14-2026
Last night needed:	04-20-2026

Per Diem		For office use only.
Arrival Date	Departure Date	
04-14-2026	04-21-2026	

Mileage — For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
04-14-2026	Home	677 Target T0659 Baxter, MN	OW		

Notes

This employee cover this store OP

For office use only	
Grand total amount	