

Carlson Building Maintenance

PerDiem Form

02-02-2026

- 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: Cruz Hernandez

Employee number: 3187

District manager: Cruz Hernandez

Job Site

Store location: 529 - Target T2909 Waukee IA

City: Waukee

State: IA

Hotel Info

First night needed 02-02-2026

Last night needed: 02-06-2026

Per Diem

For office use only.

Arrival Date Departure Date

02-02-2026 02-07-2026

Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
02-02-2026	Home	529 Target T2909 Waukee IA	OW		

Notes

For office use only

Grand total amount