

# Carlson Building Maintenance

## PerDiem Form

04-07-2026

- 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:	596 - Target T0803 Des Moines IA
City:	Des Moines
State:	IA
Hotel Info	
First night needed	04-06-2026
Last night needed:	04-10-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
04-06-2026		04-11-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
04-06-2026	Home	596 Target T0803 Des Moines IA	OW		
<u>Notes</u>					

For office use only	
<b>Grand total amount</b>	