

# Carlson Building Maintenance

## PerDiem Form

04-03-2026

- 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:	Reinaldo Espinosa
Employee number:	4563
District manager:	Pedro Amaro
Job Site	
Store location:	678 - T0821 Target Alexandria, MN
City:	Alexandria
State:	MN
Hotel Info	
First night needed	03-23-2026
Last night needed:	03-27-2026

Per Diem				For office use only.	
Arrival Date		Departure Date			
03-23-2026		03-28-2026			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
03-23-2026	Home	678 T0821 Target Alexandria, MN	RT		

Notes	
This employee work on project	

For office use only	
Grand total amount	