Millard County Auditor 50 South Main Fillmore, UT 84624



Millard County Request for Reimbursement for 2024

Name	Address	City, State, Zip			
	E-mail	Phone			
Policy Compliance:A copy of the event agenda must	Mileage	.67 cents per mile			
 Group meetings must list attendees, date, time, and business purpose per IRS regs Only meals not provided by the event or hotel are reimbursable 				Breakfast	\$13.00
• In accordance with IRS regulation		Lunch	\$15.00		
• If a county vehicle is available and the employee chooses to take their own vehicle, mileage is reimbursed for one-way only				Dinner	\$26.00
• Receipts must be attached for actu		r .	ily Per Diem Rate 5% Travel Day		

Event or Conference Attended:

Transportation					Hotel	Other Expenses			Totals	
Date	From	То	Mileage Taxi Fare				Meals Pa	arking Oth		
SUBTO	SUBTOTALS									
						TOTAL	EXPENSES			

I certify that the identified expenses were incurred on behalf of Millard County.

Signature

Date