



Millard County Request for Reimbursement for 2023

Name	Address	City, State, Zip	
	E-mail	Phone	
<p><i>Policy Compliance:</i></p> <ul style="list-style-type: none"> • A copy of the event agenda must be attached documenting the date, time and business purpose • Group sponsored gatherings must list attendees, date, time, and business purpose • Only meals not provided by the event or hotel are reimbursable • In accordance with IRS regulations, the maximum per-diem rate for days of travel is \$40.50 • If a county vehicle is available and the employee chooses to take their own vehicle, mileage is reimbursed for one-way only • Receipts must be attached for actual expenses not based on per-diem rates 		<i>Mileage</i>	<i>65.5 cents per mile</i>
		<i>Meals</i>	<i>Breakfast</i> \$13.00
			<i>Lunch</i> \$15.00
			<i>Dinner</i> \$26.00
		<i>Daily Per Diem Rate</i>	<i>\$54.00</i>
		<i>*75% Travel Day</i>	<i>\$40.50*</i>

Event or Conference Attended:

Transportation					Hotel	Other Expenses			Totals
Date	From	To	Mileage	Taxi Fare		Meals	Parking	Other	
SUBTOTALS									
TOTAL EXPENSES									

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

Signature

Date

Department Head Approval

Date

Budget Account