Millard County Auditor 50 South Main Fillmore, UT 84624



Millard County Request for Reimbursement for 2025

Name		Address E-mail			City, State, Zip Phone					
Policy Compliance: • A copy of the event agenda must be attached documenting the date, time and business purpose							.70 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 						Meals	Breakfast	\$16.	00	
• In accordance with IRS regulations, the maximum per-diem rate for days of travel is 75% of total per diem or \$47.25 • 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							Lunch	\$19.00		
							Dinner	\$28.	00	
Daily Per *75% Tro									63.00 17.25*	
vent or	Conference Attende			Но	otel	Other F	vnansas		Totals	
Transportation					itei	Other Expenses			i Otais	
Date	From To	To Mileage Taxi Fare			Meals	s Parking Other				
+										
SUBTO	TALS									
							TOTAL EXPENSES			
certify tha	at the identified expense	es were incurred on behalf	of Millard County.							
ignature		Date								
lenartment	Head Approval			Rudae	t Account					