Millard County Auditor
50 South Main
Fillmore, UT 84624

Millard County Request for Reimbursement for 2026

Name	Address	City, State, Zip
	E-mail	Phone

Policy Compliance:

- A copy of the event agenda must be attached documenting the date, time and business purpose
- Group meetings must list attendees, date, time, and business purpose per IRS regs
- 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 75% of total per diem or $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

Mileage	*.72 1/5 cents per mile*	
Meals	*Breakfast*	*$16.00*
	Lunch	*$19.00*
	Dinner	*$28.00*
Daily Per Diem Rate		***$63.00***
****75% Travel Day***		***$47.25****

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*