

San Juan County Travel Form 2024

Name: _____

Date	Destination		Purpose	Lodging	Meals	Mileage		Misc	TOTAL
	From:	To:		Attach employee paid receipt & enter Own Lodging \$48	Per GSA Rates see Utah rates below	Enter # of Miles traveled in your Private Vehicle	Enter amount current rate is .67 per mile	Attach receipts & enter amounts	
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
				0.00	0.00	0.00	0.00	0.00	0.00

Employee Signature: _____

Date _____

Supervisor Signature: _____

Date _____

List expense codes and amounts: _____

I certify that the above listed items and services were received and correct and are for charges incurred by myself for official county business.

Out of State Travel - attach approved request. Please only attach amounts and receipts paid by employee. Do Not include charges billed to the County. All travel expenses must be submitted with 30 days of travel.

Per Diem Rates	Breakfast	Lunch	Dinner
Standard Rates	\$13	\$15	\$26
Moab	\$16	\$17	\$31
Park City	\$18	\$20	\$36
Provo	\$14	\$16	\$29
Salt Lake City	\$14	\$16	\$29

Standard mileage rates

If you use your car for business, charity, medical or moving purposes, you may be able to take a deduction based on the mileage used for that purpose.

2025 mileage rates

The standard mileage rates for 2025 are:

- Self-employed and business: 70 cents/mile
- Charities: 14 cents/mile
- Medical: 21 cents/mile
- Moving ([military only](#)): 21 cents/mile

[Find out when you can deduct vehicle mileage](#)

Mileage rates for all years (cents/mile)

Period	Business use	Charity use	Medical or military moving	Source
2025	70	14	21	IR-2024-312
2024	67	14	21	IR-2023-239
2023	65.5	14	22	IR-2022-234
7/1/2022-12/31/2022	62.5	14	22	IR-2022-124
1/1/2022-6/30/2022	58.5	14	18	IR-2021-251
2021	56	14	16	IR-2020-279
2020	57.5	14	17	IR-2019-215
2019	58	14	20	IR-2018-251

Tax professionals topics

- Serve your clients
- Tax pro news and resources
- Office of Professional Responsibility and Circular 230
- Tax code, regulations and official guidance
- E-Services
- Topic no. 161, Returning an erroneous refund – Paper check or direct deposit
- Appeals
- Tax professionals

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Moab	Grand	\$86	\$22	\$23	\$36	\$5	\$64.50
Park City	Summit	\$92	\$23	\$26	\$38	\$5	\$69.00
Provo	Utah	\$74	\$18	\$20	\$31	\$5	\$55.50
Salt Lake City	Salt Lake / Tooele	\$80	\$20	\$22	\$33	\$5	\$60.00

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Per diem highlights](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

San Juan County Travel Form 2025

Name: _____

Date	Destination		Purpose	Lodging	Meals	Mileage		Misc	TOTAL
	From:	To:		Attach employee paid receipt & enter Own Lodging \$48	Per GSA Rates see Utah rates below	Enter # of Miles traveled in your Private Vehicle	Enter amount current rate is .70 per mile	Attach receipts & enter amounts	
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
				0.00	0.00	0.00	0.00	0.00	0.00

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