

San Juan County Travel Form 2024

Name: _____

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