

Appendix B

City of Marshall Personnel Policy Manual
MAXIMUM ALLOWABLE REIMBURSEMENT / PER DIEM RATES
FOR NON-LOCAL TRAVEL

Lodging and Meal Expenses – Effective October 1, ~~2019-2020~~ thru September 30, ~~2020~~2021

| *To view rates outside of Minnesota, go to www.gsa.gov and reference “Per Diem Rates” for the state of your primary designation to determine which lodging and meal rates apply. When applying meal per diems to out-of-state locations, subtract the incidental per diem from the total per diem rate. | | | | | | |
|--|--------------------------------|------------------------|-----------------------------------|-------------------------------|----------------|---|
| Primary Destination | County | Season Begin Date | Season End Date | Lodging (not including taxes) | Meal Per Diems | Total Meal Per Diems will be reduced when meals are furnished to travelers as part of conference fees paid by the City. |
| Standard Rate This rate applies to all MN destinations or counties not specifically listed below. | | | | \$96 | \$50 | Breakfast--\$13 Lunch--\$14 Dinner--\$23 |
| Duluth | St. Louis | 10/01/ 1920 | 10/31/ 1920 | \$164 165 | \$71 | Breakfast--\$18 Lunch--\$19 Dinner--\$34 |
| Duluth | St. Louis | 11/01/ 1920 | 05/31/ 2021 | \$121 | | |
| Duluth | St. Louis | 06/01/ 2021 | 08/31/20 09/30/2021 | \$164 165 | | |
| Eagan / Burnsville / Mendota Heights / Lakeville/ Inver Grove Heights | Dakota | | | \$98 100 | \$66 | Breakfast--\$17 Lunch--\$18 Dinner--\$31 |
| Minneapolis / St. Paul | Hennepin and Ramsey | 10/01/ 1920 | 10/31/19 09/30/2021 | \$157 148 | \$71 | Breakfast--\$18 Lunch--\$19 Dinner--\$34 |
| Minneapolis / St. Paul | Hennepin and Ramsey | 11/01/19 | 04/31/20 | \$130 | | |
| Minneapolis / St. Paul | Hennepin and Ramsey | 05/01/20 | 09/30/20 | \$157 | | |
| Rochester | Olmsted | | | \$132 133 | \$56 | Breakfast--\$14 Lunch--\$16 Dinner--\$26 |