

Appendix B

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

**Lodging and Meal Expenses – Effective ~~November 28, 2018~~October 1, 2019 thru September 30, ~~2019~~2020**

| *To view rates outside of Minnesota, go to <a href="http://www.gsa.gov">www.gsa.gov</a> 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<br>This rate applies to all MN destinations or counties not specifically listed below.   |                     |                                      |                                      | \$ <del>94</del><br>96        | \$50           | Breakfast--\$13<br>Lunch--\$14<br>Dinner--\$23  |
| Duluth   | St. Louis           | 10/01/ <del>1819</del>               | 10/31/ <del>1819</del>               | \$ <del>154</del><br>164      | \$71           | Breakfast--\$18<br>Lunch--\$19<br>Dinner--\$34  |
| Duluth   | St. Louis           | 11/01/ <del>1819</del>               | 05/31/ <del>1920</del>               | \$121                         |                |   |
| Duluth   | St. Louis           | 06/01/ <del>1920</del>               | 08/31/ <del>1920</del>               | \$ <del>171</del><br>164      |                |   |
| Duluth   | St. Louis           | 09/01/ <del>1920</del>               | 09/30/ <del>1920</del>               | \$ <del>154</del><br>164      |                |   |
| Eagan / Burnsville / Mendota Heights / Lakeville/ Inver Grove Heights  | Dakota              |                                      |                                      | \$ <del>99</del><br>98        | \$66           | Breakfast--\$17<br>Lunch--\$18<br>Dinner--\$31  |
| Minneapolis / St. Paul   | Hennepin and Ramsey | 10/01/ <del>1819</del>               | 10/31/ <del>1819</del>               | \$ <del>154</del><br>157      | \$71           | Breakfast--\$18<br>Lunch--\$19<br>Dinner--\$34  |
| Minneapolis / St. Paul   | Hennepin and Ramsey | 11/01/ <del>1819</del>               | <del>03</del> 04/31/ <del>1920</del> | \$ <del>135</del><br>130      |                |   |
| Minneapolis / St. Paul   | Hennepin and Ramsey | <del>04</del> 05/01/ <del>1920</del> | 09/30/ <del>1920</del>               | \$ <del>154</del><br>157      |                |   |
| Rochester  | Olmsted             |                                      |                                      | \$ <del>124</del><br>132      | \$56           | Breakfast--\$14<br>Lunch--\$16<br>Dinner--\$26  |