

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, ~~2021-2022~~ thru September 30, ~~2022~~2023

*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 <u>\$98</u>	\$54	Breakfast--\$13 Lunch--\$15 Dinner--\$26
Duluth	St. Louis	10/01/ 21 <u>22</u>	10/31/ 21 <u>22</u>	\$165 <u>\$194</u>	\$74	Breakfast--\$18 Lunch--\$20 Dinner--\$36
Duluth	St. Louis	11/01/ 21 <u>22</u>	05/31/ 22 <u>23</u>	\$121 <u>\$140</u>		
Duluth	St. Louis	06/01/ 22 <u>23</u>	09/30/ 22 <u>23</u>	\$165 <u>\$194</u>		
Eagan / Burnsville / Mendota Heights / Lakeville/ Inver Grove Heights	Dakota			\$100	\$64	Breakfast--\$16 Lunch--\$17 Dinner--\$31
Minneapolis / St. Paul	Hennepin and Ramsey			\$148	\$74	Breakfast--\$18 Lunch--\$20 Dinner--\$36
Rochester	Olmsted			\$133	\$59	Breakfast--\$14 Lunch--\$16 Dinner--\$29