

City of Marshall Personnel Policy Manual
SCHEDULE OF FEES AND RATES

Applicable Policy		Fees / Rates
6.6	COBRA Administration Fee	2%
9.2	Safety Equipment/Gear Safety Footwear—initial or replacement	Maximum reimbursement \$150.00 per calendar year applicable to non-union employees
11.7	Maximum Meal Allowance Rates for *Local Travel Breakfast Lunch Dinner *Reference Appendix B for Non-Local Travel Rates	Rates include tax and gratuity \$13.00 16 \$15.00 19 \$26.00 28
11.11	Vehicle Allowance—approved positions: Director of Public Works/City Engineer Director of Public Safety	\$250.00 per month
12.4	Mobile Communication Device Allowances Tier 1--City Administrator and Division Director Tier 2 --Personnel under the management of the City Administrator or Division Director Data Service Plan	\$40 per month \$30 per month \$40 per month

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

Lodging and Meal Expenses – Effective October 1, ~~2023-2024~~ thru September 30, ~~2024~~2025

*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.				\$107 <u>110</u>	\$546 <u>3</u>	Breakfast-- \$1316 Lunch-- \$1519 Dinner-- \$2628
Duluth	St. Louis	10/01/ 2324	10/31/ 2324	\$200 <u>220</u>	\$748 <u>1</u>	Breakfast-- \$1822
Duluth	St. Louis	11/01/ 2324	05/31/ 2425	\$148 <u>159</u>		Lunch-- \$2023
Duluth	St. Louis	06/01/ 2425	09/30/ 2425	\$200 <u>220</u>		Dinner--\$36
Minneapolis / St. Paul	Hennepin and Ramsey			\$148	\$748 <u>7</u>	Breakfast-- \$1823 Lunch-- \$2026 Dinner-- \$3638
Rochester	Olmsted			\$133 <u>127</u>	\$597 <u>5</u>	Breakfast-- \$1420 Lunch-- \$1622 Dinner-- \$2933