

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, ~~2020-2021~~ thru September 30, ~~2021-2022~~

*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	\$654	Breakfast--\$13 Lunch-- \$415 Dinner-- \$226
Duluth	St. Louis	10/01/ 2021	10/31/ 2021	\$165	\$774	Breakfast--\$18 Lunch-- \$190 Dinner-- \$336
Duluth	St. Louis	11/01/ 2021	05/31/ 2122	\$121		
Duluth	St. Louis	06/01/ 2122	09/31/ 2122	\$165		
Eagan / Burnsville / Mendota Heights / Lakeville/ Inver Grove Heights	Dakota			\$100	\$664	Breakfast-- \$1716 Lunch-- \$1817 Dinner--\$31
Minneapolis / St. Paul	Hennepin and Ramsey			\$148	\$774	Breakfast--\$18 Lunch-- \$190 Dinner-- \$336
Rochester	Olmsted			\$133	\$659	Breakfast--\$14 Lunch--\$16 Dinner-- \$229