



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2026
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of an amendment to the Personnel Policy Manual—Appendix B--Maximum Allowable Reimbursement/Per Diem Rates
Background Information:	On an annual basis, Staff provide recommended amendments to the Employee Personnel Policy Manual—Appendices A and B—the Maximum Allowable Reimbursement / Per Diem Rates. Per Council direction, Staff recommendations follow the rates set by the General Services Administration (GSA). A red-lined copy of the proposed revisions is attached for your review and consideration. This year, the proposed amendments reflect date changes and lodging rates on Appendix B, consistent with the rates established by the GSA. There are no changes proposed to Appendix A, as the meal per diems did not change. Supplemental background on Appendix A: The rates for local travel meal per diems are consistent with Council direction dating back to 2023, where the maximum meal allowances align with the GSA Standard Rate per diems for MN. Supplemental background on Appendix B: Since August 2009, the City Council has established the City’s maximum allowable reimbursement and per diem rates for non-local travel in accordance with the rates established by the U.S. General Services Administration (GSA) rate schedule. The GSA per diem rates are set by federal fiscal year, which begins on October 1 and ends on September 30 each year. The rates shown are for in-state travel only. Where employees receive authorization to travel out-of-state, the employee clicks on the web-link provided in this Appendix to find the designated per diem rates. Supplemental background on the Meal Per Diems: the Council will note that the Meal Per Diem column on the City’s schedule reflects a decrease of \$5 from the GSA table (if you were to go to www.gsa.gov). Since August 2009, the Council has approved meal per diems consistent with the GSA schedule, <u>minus</u> the “Incidental Expenses”, which equates to \$5 for all locations. Per the City’s policy, any incidental or miscellaneous expenses require Division Director approval and submission of an itemized bill/receipt from the vendor. Examples of miscellaneous expenses may include, but are not limited to: parking fees, taxi fare, internet access charges, and fax charges. If approved by the City Council, staff would proceed with updating the cover page (date of revision) and table of contents (date of revision).
Fiscal Impact:	No change to per diem rates.

Alternative/ Variations:	None recommended. If the Council desires additional discussion on this amendment, Staff will schedule a Personnel Committee meeting.
Recommendations:	To approve amendment of the Personnel Policy manual to be effective 10/01/2026.