

Appendix A

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 \$16 \$19 \$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

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, 2025 thru September 30, 2026

*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.				\$110	\$63	Breakfast--\$16 Lunch--\$19 Dinner--\$28
Duluth	St. Louis	10/01/25	10/31/25	\$220	\$81	Breakfast--\$22 Lunch--\$23 Dinner--\$36
Duluth	St. Louis	11/01/25	05/31/26	\$159		
Duluth	St. Louis	06/01/26	09/30/26	\$220		
Minneapolis / St. Paul	Hennepin and Ramsey			\$148	\$87	Breakfast--\$23 Lunch--\$26 Dinner--\$38
Rochester	Olmsted			\$127	\$75	Breakfast--\$20 Lunch--\$22 Dinner--\$33