

County Administrator

Our mission is to deliver quality public services to the citizens in an effective, professional and efficient manner.

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TO: Department Heads

FROM: Robert Yochum, Administrator

DATE: January 5, 2010

RE: 2010 Incidental expense reimbursement

During the Cass County Board of Commissioners Meeting on Tuesday, December 15, 2009, the Commissioners took the following action regarding the 2010 daily meals and incidental expense reimbursement for FY2010:

M/S/P Downham, Dowson - To approve the daily meal and incidental expense reimbursement for FY2010 - The base daily per diem M&IE rate is \$39.00. Locality does not apply when no overnight travel is involved. The daily per diem M&IE rates for overnight travel in Minnesota are: Olmstead County – up to \$51 per day; Dakota and St. Louis County – up to \$56 per day; Hennepin County and Ramsey County – up to \$71 per day; All other localities in Minnesota – up to \$39 per day. Must be accompanied by an itemized receipt. For localities outside Minnesota, see per diem table on Cass County website, or obtain copy at the Auditor-Treasurer's Office, effective January 1, 2010. Up to \$20.00 per day may be claimed when no overnight travel is involved for all locations outside of Cass County, itemized receipts required subject to employment withholding taxes. b. Department heads may consider meal reimbursement under special travel circumstances when no overnight travel is involved not to exceed the standard daily per diem M&IE rate, itemized receipts required, subject to employment withholding taxes. c. Up to the daily per diem M&IE rate by locality may be claimed when overnight travel is involved, itemized receipts required. (March 4, 2008 Board Action to the Personnel Rules & Policies. - Section 4 -13.LODGING, MEALS AND INCIDENTAL EXPENSES - 13.2 a). Unanimous.

M/S/P Downham, Dowson - To authorize per diem payment to Board appointed citizen committees for FY2010, in the amount of \$75.00/day (same as commissioners per diem) per meeting and mileage per Cass County Personnel Rules and Policies. Unanimous.

If you have any questions regarding this, please feel free to call me at Ext.419.