

## New Expense Reimbursement Rates

The [collective bargaining agreements](#) that went into effect on July 1, 2022 included new expense reimbursement rates based upon the General Services Administration (GSA) rates by location.

### How to Find GSA Rates

You can find the lodging and meal rates by going to the GSA site at <https://www.gsa.gov/travel/plan-book/per-diem-rates> - entering the state you will be traveling to and clicking on the Find Rates button:

**Search by City, State or ZIP**

For Fiscal Year:

City (optional)

OR

ZIP

**Find Rates**

You will see a listing of per diem lodging rates by destination, if you are traveling to Andover, the daily per diem for lodging is \$123:

Primary Destination	County	2022											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Andover	Essex	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123
Boston / Cambridge	Suffolk, city of Cambridge	\$309	\$185	\$185	\$185	\$185	\$281	\$281	\$281	\$281	\$264	\$264	\$309
Burlington / Woburn	Middlesex less the city of Cambridge	\$168	\$142	\$142	\$142	\$142	\$142	\$142	\$168	\$168	\$168	\$168	\$168

The same is true for meals, for Andover, breakfast = \$14, lunch = \$16, and dinner = \$29:

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Andover	Essex	\$64	\$14	\$16	\$29	\$5	\$48.00
Boston / Cambridge	Suffolk, city of Cambridge	\$79	\$18	\$20	\$36	\$5	\$59.25
Burlington / Woburn	Middlesex less the city of Cambridge	\$69	\$16	\$17	\$31	\$5	\$51.75

Please note Vermont has several destinations with different lodging and meal rates:

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Burlington	Chittenden	\$69	\$16	\$17	\$31	\$5	\$51.75
Manchester	Bennington	\$79	\$18	\$20	\$36	\$5	\$59.25
Montpelier	Washington	\$69	\$16	\$17	\$31	\$5	\$51.75
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25
Stowe	Lamoille	\$79	\$18	\$20	\$36	\$5	\$59.25
White River Junction	Windsor	\$64	\$14	\$16	\$29	\$5	\$48.00

### Entering Expenses in VISION

The new rates have been built into VISION effective dated as of July 1, 2002 – and will populate based upon your destination location. When entering expenses that occurred before July 1, the old rates will still be in effect and automatically populate the expense report.