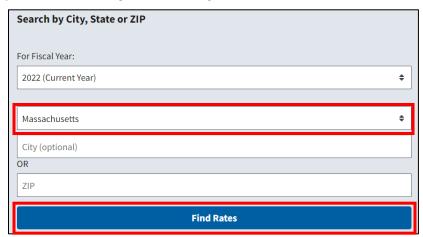
New Expense Reimbursement Rates

The <u>collective bargaining agreements</u> 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

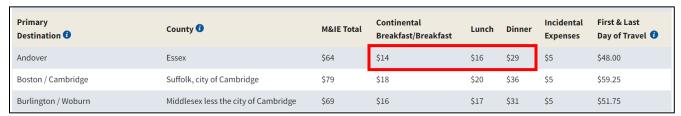
You can find the lodging and meal rates by going to the GSA site at https://www.gsa.gov/travel/plan-book/per-diem-rates - entering the state you will be traveling to and clicking on the Find Rates button:



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



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



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

Primary Destination ①	County 1	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 1
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 maximum allowances have been built into VISION effective dated as of July 1, 2022, If an amount entered on an expense line exceeds a maximum allowable amount for the travel location, a red flag will display on the line and the user will be required to enter a reason why the amount exceeds the maximum. If the amount is equal to or less than the maximum allowable amount for the travel location, the line will not display a red flag and the user can continue.