

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 in Massachusetts, the daily per diem for lodging is \$123:

Primary Destination	County	2021	Nov	Dec	2022	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Oct			Jan								
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 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.