

# PA SHPO

## Know Before You Go: Traveling with a CLG Scholarship

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PA SHPO offers the following tips for CLG community members when travel is funded by a CLG scholarship. For specific travel questions, please email PA SHPO staff at [rahclg@pa.gov](mailto:rahclg@pa.gov).

### When You Book

Prior to booking travel that is funded by a CLG scholarship, check the General Services Administration (GSA) per diem rates for travel location. Travelers can use the GSA search tool [here](#).

### Booking accommodations

Below is an example of a search for travel to Harrisburg in federal fiscal year 2025. Take note of the lodging rate before booking hotels or other accommodation to ensure they are within the approved rate.



**Daily lodging rates (excluding taxes) | October 2024 - September 2025**

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter results...

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Harrisburg	Dauphin excluding Hershey	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124

### Booking Transportation

Travelers booking airfare, train tickets, or rental cars, should select 'economy' or its equivalent.

### What to Keep

Be sure to ask for and keep receipts for the following:

- Hotel or other lodging receipts—request a receipt upon checkout, the receipt from the booking is not sufficient supporting documentation.
- Meals or other incidentals—*please note CLG funds cannot include reimbursement for alcohol with meals.*
- Parking receipts.
- Vehicle mileage—only applicable if you have driven your own vehicle or a municipal vehicle. Instructions for calculating this mileage are provided below.



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- Toll receipts—instructions for what to do if you are using EzPass are below.
- Rental car gasoline.

### When You Return

For travelers driving personal or municipal vehicles, calculate mileage reimbursement using the GSA privately owned vehicle rate. The most up to date rate can be found on the [GSA website](#).

If tolls were incurred during travel using an Ez-Pass, download the statement from the Ez-Pass website from the travel period and highlight the tolls that were incurred.

If any receipts were lost or unavailable, credit card statements with supporting documentation such as a picture of restaurant menu can be provided in lieu of the receipt.

Input all eligible expenses into the CLG invoice form and provide supporting documentation to the PA SHPO. Contact community preservation coordinators with any questions.

### Travel Tips

- If you are consuming alcohol with a meal, ask for a separate receipt for your meal and the alcohol. This will remove the need for additional calculations when you return.
- If you are traveling with others, ask your server for separate checks at the beginning of the meal.
- Ask for digital receipts whenever possible. They are less likely to be lost and easier to upload.