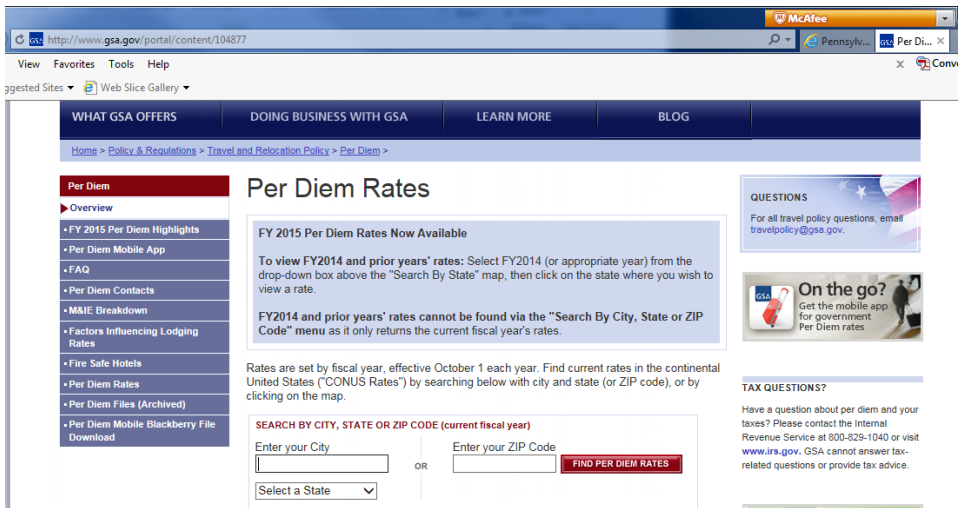


Office of Commonwealth Libraries  
Traveling at State Rates

Acceptable hotel rates and daily per diem expenses available on [www.gsa.gov](http://www.gsa.gov)

Click on Per Diem Rate



Enter City and State  
OR Zip Code  
Then click <Find Rate>

The per diem rate is the amount listed - \$5.00 for incidentals

**FY 2015 Per Diem Rates for Lancaster, Pennsylvania**  
(October 2014 - September 2015)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city (Lancaster) or Enter your ZIP Code

Find Per Diem Map

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website](http://www.naco.org) (a non-federal website).

The following rates apply for Lancaster, Pennsylvania

Primary Destination* (1)	County (2, 3)	Max Lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2014			2015									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Lancaster	Lancaster	100	100	100	100	100	100	100	100	100	100	100	100	56

## Office of Commonwealth Libraries

### Additional Tips:

- Rental cars are paid at economy and midsize rate. Gas receipts required for reimbursement of fuel used
- When a personal vehicle is used the mileage rate is .57/mile
- Air fare is paid at a coach rate
- EzPass tolls require an actual EzPass statement as the receipt available on [Enterprise Website](#) by entering your license number and last name.
- Maid tips (\$3/night) can be written on the hotel receipt
- Baggage Handling (\$1.50/piece per occurrence)
- Meal tips cannot be greater than 20% of meal expense/Alcohol & associated tips are not reimbursable

Please Note: Itemized receipts should be kept for all expenses in case of audit but do not have to be submitted with grant report