

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE  
(NPS) HPF SUBGRANT APPLICATION MANUAL

# FORUM TRAVEL APPLICATION MANUAL



NEVADA  
**STATE HISTORIC  
PRESERVATION OFFICE**

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## 1. ABOUT THIS HANDBOOK

This handbook provides Certified Local Governments (CLGs) with standardized guidance for planning, approving, and documenting travel to **FORUM**, when supported by the **Historic Preservation Fund (HPF)**. It is intended for CLG staff and historic preservation commissioners, whose travel is funded through HPF grants administered by the State Historic Preservation Office (SHPO).

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## 2. PURPOSE AND AUTHORITY

### 2.1 Purpose

The purpose of this handbook is to ensure that all CLG travel to FORUM funded by the Historic Preservation Fund:

- Complies with federal regulations
- Supports eligible preservation activities
- Follows consistent, transparent procedures
- Protects CLGs and SHPOs during audits

### 2.2 Governing Regulations

All HPF-funded travel must comply with:

- [2 CFR 200](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements
  - **National Park Service (NPS) HPF [Grants Manual](#)**
  - [GSA Per Diem Rates](#)
  - State and local government travel policies (if more restrictive)
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## 3. APPLICABILITY

This handbook applies to:

- CLG staff
- CLG historic preservation commissioners
- Local government officials traveling on behalf of a CLG

All travel must be **reasonable, necessary, allowable, and allocable** to HPF-eligible activities.

## 4. PRE-TRAVEL APPLICATION REQUIREMENTS

### 4.1 Travel Authorization

All travel must be approved **in writing** before any costs are incurred.

Required approvals include:

- CLG Authorized Official
- SHPO Grant Manager
- SHPO Administrator
- SHPO Fiscal

Travel without prior approval **cannot be reimbursed**.

### 4.2 Required Pre-Travel Application Documentation

Travelers must submit:

- HPF Forum Travel Application Cover;
- A signed Equal Opportunity Statement or equivalent if not previously provided in another grant year;
- Debarment Certification Form for “Lower Tier Covered Transactions” (check Part B and sign);
- Civil Rights Assurances
- Travel Cost Worksheet for each traveler
- Budget form with the cumulative totals from each traveler.
- Event agenda and/or program details

(All documents can be located at: [NAPC Forum | SHPO](#))

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## 5. ALLOWABLE AND UNALLOWABLE COSTS

### 5.1 Allowable Costs

#### Transportation

- Economy airfare
- Mileage at the federal rate

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- Rideshare/taxi for official business
- One checked bag if necessary
- Parking costs for official business

### ***5.1 Allowable Costs Cont.***

#### **Lodging**

- Hotel costs reimbursable up to the GSA lodging per diem rate
- Lodging taxes & fees based on the per diem rate

#### **Meals & Incidentals**

- GSA M&IE per diem: [GSA.gov](https://www.gsa.gov)

#### **Registration Fees**

- FORUM registration
- HPF-related workshops or training sessions

### **5.2 Unallowable Costs**

HPF funds **may not** be used for:

- Alcohol
- First-class or business-class airfare
- Personal travel or vacation days
- Entertainment or recreational activities
- Room service, minibar, in-room movies
- Travel upgrades (priority boarding, seat selection unless medically required)
- Costs exceeding GSA per diem limits
- Travel for non-project personnel

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## **6. GSA PER DIEM RULES**

### **6.1 Lodging Per Diem**

- Lodging reimbursement **must not exceed** the GSA rate for the destination.
- Taxes and fees are reimbursable **in addition** to the lodging cap.

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- If the conference hotel exceeds per diem, a **written justification** is required and must be pre-approved.

## 6.2 Meals & Incidentals (M&IE)

- Reimbursed at the **GSA M&IE rate** for the destination.
  - Receipts are **not required** for per diem.
  - Per diem must be **reduced** when meals are provided by the conference.
    - ❖ To claim breakfast, travel status must occur at least two hours prior to the employees regularly scheduled shift, and end travel status after the beginning of the regularly scheduled shift.
    - ❖ To claim lunch, travel status must occur at least one hour prior to the employees regularly scheduled lunch break, and end travel status at least one hour after the end of the employees regularly scheduled break.
    - ❖ To claim dinner, travel status must occur prior to the end of the employees regularly scheduled shift, and end travel status two or more hours after the end of the employees regularly scheduled shift.
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## 7. TRAVEL BOOKING PROCEDURES

### 7.1 Air Travel

- Must use **economy class**.
- Travelers must seek the **lowest logical fare**.
- Frequent flyer miles may be used but **cannot be reimbursed**.

### 7.2 Lodging

- Book at or below the GSA lodging rate.
- Conference hotel stays above per diem require justification and pre-approval.

### 7.3 Ground Transportation

- Use the most cost-effective option.
  - Rental cars must be **compact or economy** class.
  - Mileage reimbursement follows the **federal mileage rate**.
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## 8. REIMBURSEMENT PROCEDURES

## 8.1 Required Documentation

Travelers must submit:

- Completed reimbursement form
- Itemized receipts (except meals under per diem)
- Proof of Payment
- Travel authorization approval(s)
- Event agenda or program
- Airfare documentation
- A summary from each FORUM attendee of their experience and how FORUM supports CLG responsibilities.

## 8.2 Reimbursement Submission Deadline

Reimbursement requests must be submitted within **30 days** of travel completion.

## 8.3 Payment

Reimbursements to travelers will first be processed by the CLG.

Reimbursements to the CLG by NVSHPO will be processed with appropriate required documentation.

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## 9. COMPLIANCE REQUIREMENTS

CLG travel must comply with all federal, state, and local requirements.

Non-compliance may result in:

- Denied reimbursement
- Required repayment
- Audit findings
- Ineligibility for future HPF funding

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## 10. ELIGIBLE PURPOSES FOR CLG TRAVEL TO FORUM

HPF-funded travel must support:

- CLG training and capacity building

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- Preservation planning
- Historic resource management
- Compliance with CLG responsibilities under the National Historic Preservation Act

## 11. ACCESSIBILITY AND ACCOMMODATIONS

HPF funds may cover reasonable accommodations for travelers with disabilities, including:

- Accessible lodging
- Mobility assistance
- Additional transportation needs
- Required seating accommodations on flights

Requests must be submitted during pre-travel approval.

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## 12. RECORDKEEPING

CLGs and SHPOs must retain:

- Travel authorizations
  - Receipts and reimbursement forms
  - Agendas and travel reports
  - Cost allocation documentation
  - Grant correspondence
  - Procurement records
  - Records must be kept for **at least 3 years** after grant closeout.
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## 13. SHPO STAFF

HPF Grant Contact :

**Carla Cloud**

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## 13. Application Due Date

### APPLICATION DUE DATE

👉 **Tuesday, March 31, 2026** 👈

#### For HPF subgrant applications to be considered:

- Applications ***must*** be received by the SHPO or ***postmarked*** no later than March 31, 2026.
- Applications **must** be signed in full.
- The National Park Service requires all documents to contain original, wet signatures.
- **Digital applications or copies are not allowed per National Park Service Requirements.**