

Program in Latin American Studies (PLAS)
2024-2025 Event Proposal: Budget Guideline & Resources
(guidelines subject to change without notice)

PLAS Event Proposal

- Event title
 - Event description
 - Date(s), Time(s), Location(s)
 - Requestor's contact information: Name, Department, Email address, and phone number
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PLAS Event Budget Guidelines – Expenses to included

- Honorarium(s)
 - PLAS guest speaker standard: \$500
 - PLAS discussant/moderator: \$250
- [Flight\(s\)](#) (economy, round-trip or one-way)
- [Railway](#)
 - [NJ Transit](#) (New York to Princeton: \$16 one-way, \$32 round-trip) A southbound transfer to the [SEPTA](#) regional rail Trenton Line train at Trenton provides service to Philadelphia.
 - [Amtrak](#) (coach, prices vary)
- [Ground Transportation](#)
 - Use [NJ Transit](#) from Newark Liberty Airport to Princeton Junction whenever possible.
 - Car service (through University approved vendors i.e. GEM and A1)/Uber/Lyft (for international/late arriving flights and/or special circumstances - approximately \$175 one-way)
- [Accommodations](#)
 - Nassau Inn: \$175++ per night (book through Concur or World Travel for University rates)
 - [Theological Seminary](#) average room \$75 per night
- Meals
 - Breakfast, Lunch or Dinner (Should be the average cost of a comparable meal at a University facility, such as [Frist](#) or [Prospect House](#), or from [Dining Services](#) catering)
- Social Gatherings
 - Refer to [Business Expense Policy](#), IV. Allowable Expenses, #7, #8, #9)
- Marketing/Publicity (posters etc.)
 - [Printing & Mailing](#) (prices vary depending on needs, quantities)
- Cost
 - Subtotal
 - List any/all contributors and committed amounts
 - Indicate budget shortfall, any pending funding requests, and that amount being requested from PLAS

Additional Princeton University Policy information:

[Travel Policy](#)

[Business Expense Policy](#)

[University Credit Card Policy](#)

[Reimbursement Policy](#)

[Permitted Travel Policy](#)

[Travel-Related Insurance](#)

[Fleet Safety and University-Approved Drivers](#)

[Technology Guidelines](#) (use of laptops and mobile devices while traveling internationally)

[Export Controls](#)

[Sales Tax Exemptions](#)