PLAS Event Proposal

- Event title
- Event description
- Date(s), Time(s), Location(s)
- Requestor’s contact information: Name, Department, Email address, and phone number

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