

**Polaris Young Adult Leadership Network
Expense Reimbursement Instructions
Polaris Leadership Summit
April 13-15, 2026**

- The following are specific travel reimbursement guidelines.
- If you need additional accommodations that fall outside of these parameters, please contact
- Cynthia Gordon at Cynthia.Gordon@ptsem.edu.
- Please note what we will and will not reimburse, so that you can budget accordingly.

Airfare Guidelines:

- **Princeton Theological Seminary will book your flight on your behalf via our travel agent, Uniglobe.**
- For individuals who have booked their own flight, we will reimburse round-trip standard economy fare tickets for up to \$500. For costs exceeding this, please contact Ms. Gordon.
- A standard economy fare ticket is the lowest available economy fare ticket that also allows access to overhead bins and provides a seat assignment (when applicable).
- Charges for priority boarding, travel insurance, seat upgrades, and early check-in will not be reimbursed.

Ground Transportation:

- We will reimburse train travel to and from the airport to campus, and use of, Taxi, Uber (affordable options), /Lyft (standard options) from and to the airport to campus. PTS will **not reimburse** or **cover charges** for **premium or reserve service fees** on Uber, Lyft, or similar ride-sharing platforms. Only standard or economy-level services are eligible for reimbursement.
- We will reimburse you for economy/general parking if you park at the airport during your dates of travel. We will not reimburse you for any other option than the economy lot, and we cannot reimburse for dates outside of your travel for this event.
- If you drive to campus, you will be reimbursed for mileage at the IRS standard rate (0.725 cents per mile). If you drive a long distance, the mileage reimbursement cannot exceed the amount of comparable round-trip airfare.
- We request that participants share Uber/Lyft rides when possible.
- Please see page 2 of this document for train instructions.

Meals and Lodging:

- A maximum of \$50 per travel day is reimbursable for meals, snacks, and beverages. Alcohol purchases are **not** reimbursable. Detailed itemized receipts for all food and beverage purchases must be submitted.
- To ensure consistency and fiscal responsibility in travel and hospitality expenses, gratuities (tips) submitted for reimbursement will be **limited to a maximum of 20%** of the total bill. Any amount exceeding 20% will be considered a personal expense and will not be reimbursed by PTS. Please ensure that all receipts clearly reflect the total amount, items purchased, and gratuity percentage. If gratuity is automatically included in the bill by the vendor (e.g., for large groups), it will be considered part of the reimbursable total, provided it does not exceed the 20% threshold.
- Please ensure that if you submit a reimbursable expense that appears on a shared receipt, you clearly indicate the specific amount to be reimbursed by highlighting or circling the applicable charge
- All meals are provided for participants during the event, and additional meal purchases during the event will not be reimbursed.
- We will provide lodging accommodation on or near campus.

Reimbursement Instructions:

- Please send all reimbursement paperwork to Polaris@ptsem.edu.
- Send a copy of all receipts in **one document along with the Travel Reimbursement Form fully completed and signed** within 3 weeks of the event's conclusion.
- Send the signed and completed page 1 of your IRS W9, if not already on file.
- If you booked with our travel agent for your flight, no receipt is necessary. Submit ground transportation receipts and other reimbursable expenses only.

- For flights booked on your own, receipts should include the itinerary for the entire trip, layovers, passenger information, itemized charges, ground transportation, and/or parking receipts.
- If we will be reimbursing your organization, submit a W9 and invoice from the organization for the cost of your flights and ground transportation addressed to Princeton Theological Seminary, 64 Mercer Street, Princeton, NJ, 08542.
- You will receive reimbursement within 4-6 weeks after submitting your request, not including holiday breaks.

Train Instructions from Newark International Airport (EWR) to Princeton Theological Seminary

- Follow the sign to the Terminal *AirTrain* at one level from all Terminals.
- Once at the *AirTrain* Station, follow signs to the *Newark International Airport Train Station*.
- To go from the *AirTrain* Station to the *Newark International Airport Train Station* (EWR) you need to purchase a NJ Transit train ticket from the orange and blue kiosk.
- The ticket cost for a One-Way Adult is \$22.00.
- You can purchase your ticket with cash, debit card, or credit card.
- One ticket will be printed out from Newark International Airport to Princeton Junction and is good for the main line and the connection train to Princeton (a one or two car train servicing Princeton, also known as the Dinky).
- Please request a receipt for all of your transactions.
- The ticket is used three times:
 - At the Airport Rail Station.
 - NJ Transit will punch it and return it to you to use at the Dinky.
 - Finally, the conductor of the Dinky will retain it.
- After purchasing your ticket, please direct your attention to the digital train schedules.
- The line serving Princeton Junction is the *Northeast Corridor Line* towards Trenton.
- Upon arrival at Princeton Junction, direct your attention to signs leading to the Princeton Shuttle (Dinky) It is at the end of the platform and to your left.
- It is a 4-minute ride from Princeton Junction to the new Princeton University station, and the Dinky runs frequently.
- On rare occasions, the Dinky could be out of service. If this is the case, follow signs to a shuttle bus service. Make sure it says "Shuttle" as there are two other lines servicing the train station.
- If there is no shuttle service available, please take Uber or Lyft to 20 Library Place, Princeton (Erdman Center).
- Upon arrival at Princeton University station, walk to Princeton Seminary or take an Uber to 20 Library Place, Princeton (Erdman Center). The seminary's Erdman Center is .9 miles from the Dinky train station.

- **Newark AirTrain service frequency:**

- 5am to 11pm – Every 3 minutes
- 11pm to 5am – Every 15 minutes

- **NJ Transit service frequency:**

- There are trains available, please see the NJ Transit link before for the current schedule.
- Be sure to check the digital train schedule or ask an AirTrain or NJ Transit clerk.
- For more information visit:
 - <https://www.newarkairport.com/to-from-airport/air-train>
 - <https://www.njtransit.com/>