



LEGISLATIVE BRANCH

CONFERENCE, REGISTRATION, AND TRAVEL

CRT Committee FAQ Sheet 2020-2021

What do we fund?

- **Lodging:** The temporary stay at a hotel that is reasonably near the conference venue.
- **Registration:** The cost to be officially in attendance of the organized conference the student is anticipating on attending.
- **Travel:** The primary method of transportation that transports the student to a location that is reasonably near the conference venue.

Is it possible to get funding during travel restrictions due to Covid-19?

- Yes, funding is available for virtual conferences for both individuals and RSO's.
 - The funding will only go towards the registration of the conference.
 - (See page 3 for the funding amounts available).

What don't we fund?

- Mission trips or cultural exchange trips.
- Individual student allocations for service trips.
- Food provisions, food services, and unrestricted social events.
- Hostels and short-term rental services (i.e., apartments and personal homes).
- Lodging for individual allocations requesting a divided portion of the total lodging bill.
- Personal or rental vehicles.
- Internships and study abroad trips.
- Travel that exceeds thirty (30) days, without Provost approval.
- Students who are seeking funding through any combination of individual allocations, RSO allocations, and bills for the same conference.
- Lodging within 50 miles of the student's home campus without Vice President or Provost approval.

How do I submit a funding request?

- Go to: <https://knightconnect.campuslabs.com/engage/> and log in.
- In the search bar type: Senate.
- Click the option: Student Government Association - Legislative Branch (Senate).

- Scroll down to 'forms' tab.
- **For Allocation-** Open: 'Conference Registration and Travel (CRT)' - Allocation Funding Request Form 2020-2021.
- **For Bill-** Open: 'Conference Registration and Travel (CRT)' – Bill Funding Request Form 2020-2021.

How early before my event should I submit a request?

- Allocations:
 - Must be submitted 4 weeks before the funding is needed.
 - Must be submitted 24 hours before the CRT meeting that you plan on attending.
- Bills:
 - Must be submitted 12 weeks before the funding is needed.

What happens if I cannot attend the CRT meeting?

- Reach out to the Chair (sga_crt@ucf.edu) to discuss alternatives.
 - Students may be present via teleconference or video conference.
 - Students may be represented by committee representation.
 - The student or RSO may also be represented by another student who is going to the same conference as the individual.

What happens if I do not use the full amount of allocated funds?

- Unused funds go into reversions, which may get the organization penalized/sanctioned by the Operations Review and Sanctions committee.

Do I have to complete the A&SF financial training?

- Individual: Yes, the individual requesting funding must be financially trained.
- RSO: Yes, two officers of the RSO requesting funding must be financially trained.

What happens if I miss the committee meeting 2 times without contacting the chair?

- The request will be denied automatically (Postponed Indefinitely).

What are the allocation funding classifications available?

- Research Presentation: Opportunities for students to present a research paper, poster, or to profess proficient knowledge of an academic subject for colleagues at an organized conference.
- Observational Research: Opportunities for students to travel on nontraditional research-related trips for the purpose of conducting some type of research or study, (i.e., literature, surveys, interviews, observations, experiments) as dictated by the industry standard and is intended for some type of academic publication or academic report in the future.

- Performance Art: Opportunities for students to travel for live presentation of their art form for an audience.
- Competition: Opportunities for students to compete with and against others in a subject at an organized conference where performance in such an event is assessed against other participants.
- Seminar/Networking: Opportunities for students to attend academic lectures or professional networking sessions at an organized conference.
- Service Trip: Opportunities for a Registered Student Organization (RSO) to participate in providing aid to a community that has no imposition of spiritual beliefs, and has oversight provided by an official organization.
- Virtual Conference: Opportunities for students to engage with professionals and/or scholars and present research findings, attend workshops, or enhance personal or professional development skills in a virtual setting.

How much does each allocation funding classification receive?

- RSO:
 - Virtual Conference- \$100 per person, up to a maximum of \$1000.
 - Research/Performance Art- \$2000. \$200 extra for every person presenting research or a tangible piece of art, up to a maximum of \$4000.
 - Observational Research- \$3000.
 - Competition Trip- \$2500.
 - Seminar/Networking- \$2000.
 - Service Trips- \$3000.
- Individual:
 - Virtual Conference- \$100.
 - Research/Performance Art- \$400.
 - Observational Research- \$300.
 - Competition Trip- \$250.
 - Seminar/Networking- \$20.

What allocation supplements are available?

- \$100 extra for international travel (individual allocations).
- \$100 extra for graduate students (individual allocations).