

**Introduced By:** CRT Chair Ariane Block  
**Sponsored By:** CRT Vice Chair Will Power  
**Contact:** sga\_crt@ucf.edu  
**First Reading:** May 20, 2021  
**Committee Action:** Passed 6-0-0  
**Second Reading:** May 27, 2021;  
Passed 41-0-3  
**Third Reading:** June 3, 2021  
**Final Vote:** Passed 38-0-1



**University of Central Florida  
Fifty-Third Student Body Senate  
Resolution 53-01**

[CRT Spending Policy for the 2021-2022 Fiscal Year]

**WHEREAS**, Title VIII: The Finance Code states that the Conference Registration and Travel (CRT) Committee must introduce legislation establishing the upcoming fiscal year's Registration and Travel account Spending Policy;  
**WHEREAS**, The CRT Committee has the responsibility of enacting fiscal legislation that serves in the best effort to assist the greatest number of students in securing funding for all educational and professional pursuits;  
**WHEREAS**, CRT is designed to be a supplementary funding source and the funding supplements ensure students with higher costs are being funded appropriately;  
**WHEREAS**, CRT has the responsibility to provide an expeditious and transparent funding process to ensure that the student is funded at the appropriate level as well as prepare the student to use the funds judiciously; and  
**WHEREAS**, This resolution will go into effect July 1, 2021.

**THEREFORE, BE IT RESOLVED**, by the Fifty-Third Student Senate of the University of Central Florida that the following policy update be established for use of the Registration and Travel account by the CRT Committee and the Senate:

A. Definitions

1. Conference: An in-person or virtual gathering of professionals and/or scholars at which the student presents research findings, attends workshops, or enhances personal or professional development skills.
2. Lodging: The temporary stay at a hotel that is reasonably near the conference venue.
3. Registration: The cost to be officially in attendance of the organized conference the student is anticipating on attending.
4. Travel: The primary method of transportation that transports the student to a location that is reasonably near the conference venue.
5. Eligible Costs: The total cost of lodging, registration, and travel inclusive of applicable fees and taxes that are not excluded by the following policies and guidelines.

B. Fiscal Quarters

1. The A&SF Fiscal Year shall be divided into four (4) Fiscal Quarters, designated, respectively, as:
  - a. Quarter One, comprised of July, August, and September;
  - b. Quarter Two, comprised of October, November, and December;
  - c. Quarter Three, comprised of January, February, and March; and
  - d. Quarter Four, comprised of April, May, and June.
2. The Registration and Travel Account shall be divided into separate budgets for each of the four (4) Fiscal Quarters, with the availability to roll-over.
3. The budgets established for each of these Fiscal Quarters shall be approved and routinely kept track of by the committee to continuously evaluate the amount remaining within the budget.
  - a. Approval of the budgets for the separate quarters shall be approved by the committee no later than the first regularly scheduled committee meeting of the fiscal year.
4. Allocations and Bills will draw funds from the Fiscal Quarter in which the travel end date lies.
5. Reverted funds shall be available for use in the quarter where the reversion occurs. If that quarter has passed, the funds shall be available for use in the current quarter.
6. The remaining budget of any quarter, if any exists, shall be rolled over to the following quarter, with the exception of Quarter Four.

C. Funding Classifications:

1. Senate Bills: The funding amount for Senate Bills shall be up to 50% of total eligible costs.
2. CRT Allocations: The funding amounts for Allocations shall correspond to the following funding types that the student/RSO is eligible for.
  - a. 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.
    1. To be eligible for this funding type, the student/RSO must provide proof of their abstract, poster, or equivalent to the CRT Committee.
  - b. 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.
    1. To be eligible for this funding type, the student/RSO must provide justification of the trip's relation to the student/RSO's academic program or professional development to the CRT Committee.
  - c. Performance Art: Opportunities for students to travel for live presentation of their art form for an audience.
    1. To be eligible for this funding type, the student/RSO must provide documentation to the CRT Committee of their live presentation.
  - d. 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.
    1. To be eligible for this funding type, the student/RSO must provide verification of qualification, invitation, intent to compete, or similar documentation.
  - e. Seminar/Networking: Opportunities for students to attend academic lectures or professional networking sessions at an organized conference.
    1. To be eligible for this funding type, the student/RSO must provide documentation from the host organization such as conference dates, location, costs, lodging information, or tentative agenda.
  - f. Service Trip: Opportunities for Registered Student Organizations (RSOs) to participate in providing aid to a community that has no imposition of spiritual beliefs, and has oversight provided by an official organization.
    1. To be eligible for this funding type, the RSO must guarantee, through documentation, that they have taken the necessary security measures to ensure the safety of all participants during the duration of the trip. Groups shall have no less than six (6) participants per service trip.
  - g. 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.
    1. To be eligible for this funding type, the student/RSO must provide documentation from the host organization such as conference dates or tentative agenda.

#### D. Meeting Operations

1. If an organization is requesting funding, an authorized officer of the organization must be present at the CRT Committee meeting or Caucus; with written consent from an authorized officer of the RSO, any member of the organization may present on their behalf.
2. If no individuals as described above can physically attend a CRT Committee meeting, or Caucus, for a legitimate reason evaluated by the Chair, said student may be present via teleconference, video conference, or by committee representation.
  - a. At the discretion of the CRT Committee, the individual or RSO may also be represented by another student who is going to the same conference as the individual.
  - b. Committee Representation shall consist of a CRT committee member representing a student request to the rest of the committee in their absence. The student should provide the CRT committee member with all the information needed to responsibly represent their request to the rest of the committee at the next scheduled meeting.
  - c. The CRT chair shall assign committee allocation requests among committee members and provide guidance on effective representation.

d. By accepting Committee Representation, the student or RSO requesting funding is aware that if they cannot be reached by phone during the meeting for any questions which cannot be answered by the representing committee member, then their request may be postponed until the committee receives the answer to their question(s).

#### E. Timeline

1. Allocation requests should be submitted through KnightConnect at least four (4) weeks before payment is needed.
2. Bill requests should be submitted through Knight Connect at least twelve (12) weeks before payment is needed.
3. Allocation requests must be submitted twenty-four (24) hours prior to the start of a CRT meeting for the allocation to be considered at that meeting, unless otherwise approved by the Chair.
4. Allocation requests must be approved by the CRT Committee, and read into the Senate Minutes, at least fourteen (14) business days before funding is needed, unless there is direct consent from the A&SF Business Office due to specified circumstances.
5. An individual or an authorized officer of the organization must participate in the meeting, as outlined in Section D, following the submission of their allocation as scheduled. Failure to be present at two (2) consecutive scheduled CRT meetings may result in the allocation being postponed indefinitely.
  - a. If a student's funding request was submitted after the time designated on the KnightConnect form for the same-week meeting and was still put on the agenda, then their absence shall not count as one of their two (2) missed meetings.

#### F. General Limitations

1. The Registration and Travel account will only be used to fund eligible costs as defined in Section A.
2. All international travel is subject to the destination being approved by UCF Global. The University defines Travel to Restricted Destinations and related procedures in Policy UCF 2-903.
3. CRT shall not fund:
  - a. Mission trips or cultural exchange trips.
  - b. Individual student allocations for service trips.
  - c. Food provisions or food services if not included in registration.
  - d. Unrestricted social events.
  - e. Hostels and short-term rental services (i.e., apartments and personal homes).
  - f. Lodging for individual allocations requesting a divided portion of the total lodging bill.
  - g. Personal or rental vehicles.
  - h. Internships and study abroad trips.
  - i. Travel that exceeds thirty (30) days, without Provost approval.
  - j. Students who are seeking funding through any combination of individual allocations, RSO allocations, and bills for the same conference.
  - k. Lodging within 50 miles of the student's home campus without Vice President or Provost approval.

#### G. Allocation Funding Amounts

1. A student is eligible for funding through one (1) individual and one (1) RSO allocation per fiscal year.
2. Funding for a Registered Student Organization (RSO) allocation shall be administered through one (1) of the following funding types per Fiscal Year:
  - a. Virtual Conferences shall be funded at up to \$100.00 per person with a maximum of \$1,000.00.
  - b. Research Trips and Performance Art Trips shall be funded at a maximum of \$2,000.00.
    1. For each student accepted to present research or a tangible piece of art, (e.g., composition, poetry, painting, etc.) funding can be increased by an additional \$200 at a maximum of \$4,000.00.
  - c. Observational Research Trips shall be funded at a maximum of \$3,000.
    1. Additionally, all members must be participating in the research to be eligible for this

funding type.

d. Competition Trips shall be funded at a maximum of \$2,500.00.

1. Additionally, all members must be participating in the competition to be eligible for this funding type.

e. Seminar/Networking Trips shall be funded at a maximum of \$2,000.00.

1. Additionally, all members must be registered for the conference to be eligible for this funding type.

f. Service Trips shall be funded at a maximum of \$3,000.00.

1. Additionally, all members must be participating in the service trip to be eligible for this funding type.

3. Funding for Individual allocations shall be administered at the following types:

a. Virtual Conferences shall be funded at a maximum of \$100.00.

b. Research Trips and Performance Art Trips shall be funded at a maximum of \$400.00.

c. Observational Research Trips shall be funded at a maximum of \$300.00.

d. Competition Trips shall be funded at a maximum of \$250.00.

e. Seminar/Networking Trips shall be funded at a maximum of \$200.00.

#### H. Allocation Supplements

1. Individual allocations with international travel destinations can be supplemented with an additional \$100.00 if the student's eligible costs exceed their funding amount.

2. Individual allocations requested by a degree-seeking graduate student can be supplemented with an additional \$100.00 if the student's eligible costs exceed their funding amount.

### AUTHORIZING SIGNATURES



Chinyere Anunobi  
Senate President



Christopher Slaughter  
Senate President Pro Tempore

06/07/21

Date

06/14/21

Date