



LEGISLATIVE BRANCH

CONFERENCE, REGISTRATION, AND TRAVEL

UCF Student Government
CRT Committee Meeting
Charge on Chamber
06/3/24
3:30 PM

MEETING AGENDA

1. Call to Order: 3:32 PM
2. Roll Call & Verification of Quorum(5): 7/8

Name	Email	Initial	Final
Chair Caringal	sga_crt@ucf.edu	P	P
Vice Chair Shen	sgasci14@ucf.edu	P	P
Senator Beneche	sga_sci2@ucf.edu	A	A
Senator Memory	sgaecs9@ucf.edu	P	P
Senator Borges	sga_hm1@ucf.edu	A	A
Senator Gumerov	sgaecs4@ucf.edu	P	P
Senator Widerberg	sga_med2@ucf.edu	P	P
Senator Kaufman	sgaecs6@ucf.edu	P	P
ORS Representative	sgaors@ucf.edu	A	A
Pro Tempore Representative	sga_pro@ucf.edu	P	P

3. Approval of the Minutes: Approved by gc
4. Approval of the Agenda: Approved by gc
5. Announcements from the Chair
 - a) Quick meeting today, will have to deny a view requests including the bill
6. Announcements from the Vice-Chair
 - a) none
7. Announcements from Committee Members
 - a) none

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8. Announcements from Non-Committee Members

- 1) Gabriella: rep for NABJ, national association of Black Journalists. A few questions about the budget, searching for clarity.
 - a) Adam: what kind of questions do you got?
 - b) Gabriella: document to view if we were allocated funds, procedure you would take for individuals, how would that happen?
 - c) Adam: not anything public, but you can request it. For the new fiscal year next month, all allocation from previous years has zero effect on what will happen from this session moving forward. Can apply under an RSO, or can do all five members individually, one-member representing them.
 - d) Gabriella: if you have an email, I will correspond with you. Since it's a new fiscal budget, does it start July 1st? Let's say the conference is in late July, what is the timeline in terms of the previous/new budget.
 - e) Adam: Everything we see now is July 1st, the new fiscal year. I cannot make any purchases until July 1st. Everything happens now speeds up the process later.
 - f) Gabriella: Where is your email?
 - g) Adam: says email
 - h) Gabriella: thank you so much, I appreciate it

9. Old Business

- a) Bills 5-5-5
 - i) 56-01 [Association of Latino Professionals for America](#)

(1) Speech

- A. Adam: We will probably have to deny it due to the timeline. The best thing to suggest to people is to make individual allocations.
- B. Juliana Rapuano: If we submitted this earlier, we could've gotten the funding?
- C. Adam: to close to the fiscal year gap, today is earliest we could've seen any sort of business. Tried to see you last Wednesday, sadly one week too early with 36 people going. Business office cannot see.
- D. Juliana: Individual?

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- E. Adam: Do allocation, must less money. You have until July to get them all fiscally trained. If we do that, we can see them in a block all at once.
- F. Julianna: Someone wrote there is meeting on June 6 and June 13.
- G. Adam: Not required

(2) Questioning

- A. Gumerov: when does the fiscal year start?
- B. Adam: get them in earlier, technically July 1st.

(3) Debate

- A. None

(4) Vote

(a) 0-3-3 denied.

b)

10. New Business

a) Allocations

i) [56-001 Rachna Sannegowda](#)

(1) Speech

- A. Adam: Move to deny, out of timeline, travel date start in June, just missed it.

(2) Questioning

- A.

(3) Debate

- A.

(4) Vote

(a) vote denied.

ii) [56-002 Rachel Shi](#)

(1) Speech

(a)

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Hi everyone, I'm Rachel Shi. I will be presenting an abstract, registration needed by July.

(2) Questioning

A. Gumerov- do you have a piece of document guaranteeing presentation?

(i) Will have it by June 17, registration is 549

B. Adam: taxes or fees for that, or just 549? Can we move you down to 550, must spend at least 80% of it.

C. Gumerov: have you gone through fiscal training yet?

D. Adam: do you understand the post funding process?

(i) Yes

E. Adam: 80% of funding, should hit. Basically it. Pretty easy.

F. Memory: maybe you said this in speech, what do you hope to accomplish?

(i) lots of different benefits, representing UCF at a national conference, applying to residency this fall. Personal development.

G. Gumerov- will you attend conference regardless of presentation?

(i) most likely, do not think my presentation will be denied, mentor is also at conference

H. Adam- Just to confirm, you are a grad student?

(i) Yes

(3) Debate

A. Shen- don't see any reason to deny

(4) Vote

(a) 6-0-1 approved.

iii) [56-003 Ariana Johnson](#)

(1) Speech

- Are you financially trained?
 - I have completed the SG A&SF Financial Training for the 2023-2024 fiscal year.
- Are you familiar with the post-funding process?
 - I am unfamiliar with the post-funding process but am willing to meet with a CRT member to discuss my responsibilities. I want to ensure that I complete the process accurately.

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- Are you an international student?
 - I am not an international student.
- What are your dates of travel?
 - I would like to fly out on July 10th and return July 13th.
- What are your requested costs, broken down by registration, lodging, and airfare?
 - I am requesting only airfare costs for my conference. The total cost for airfare will be approximately \$940 or slightly more if pricing changes.
- Are you planning to graduate anytime before or near the dates of your travel/conference? If yes, we may not be able to fund.
 - I am graduating in 2026.
- How do you plan on covering any expense UCF SG cannot if we can't fund 100%?
 - I have no other way to cover this cost and since this was approved previously, I am hopeful the approval will stay in effect.

(2) Questioning

- A. Memory: why is this already on the agenda?
- B. Adam: any of us can represent an individual if unable to attend.
- C. Gumerov: does she have any idea how much the cost of tickets will be?
- D. Adam: let me check email real quick. No she does not. We could look up flights ourselves, or honestly if we want to motion to postpone we could due to no issues of timeline.
- E. Memory: if I want to say something, I say may I retain?
- F. Postponed until next meeting

(3) Debate

A.

(4) Vote

(a) Postponed.

iv) [56-004 Natasha Seebaran](#)

(1) Speech

A. **1. Are you financially trained?**

- (i) Yes, I completed all four modules of the updated financial training on May 20, 2024.

B. **Are you familiar with the post-funding process?**

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- (i) Yes; after funding is approved by the CRT committee, the A&SF Business Office will be notified and will send the requestor (me) a Travel Request Form that I will have to submit to the A&SF Business Office at least 15 days before travel along with any associated paperwork. I will also have to meet with a Travel/Procurement Coordinator. Once all the paperwork and documents are processed by the Travel/Procurement Coordinator, I will complete my trip and submit all travel documentation to the A&SF Business Office within 5 business days.

C. Are you an international student? (If yes, this will be a longer processing time because you have to go through UCF Global, the accountant should be able to walk you through this process)

- (i) No, I am not an international student.

D. What are your dates of travel?

- (i) I plan to leave the evening of Tuesday, October 22, 2024 and return Saturday, October 26, 2024.

E. What are your requested costs, broken down by registration, lodging, and airfare? (make sure they match up, update any quotes, registration and is there an early bird rate and when it would end).

Expense Cost

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Registration	\$274.43
Lodging	\$592.77 (cost for 3 nights)
Airfare	\$1,296.60
Total	\$2,163.80

F. If yes to early bird what is the next timeline and fee?

(i) N/A

G. Are you planning to graduate anytime before or near the dates of your travel/conference? If yes, we may not be able to fund.

(i) No; I am graduating in May 2026.

H. How do you plan on covering any expense UCF SG can not if we can't fund 100%?

(i) If the UCF SG can't cover the entire expense of this trip, I will either not be able to attend or, if it is financially feasible, I will pay the remaining expenses out of pocket.

(2) Questioning

- A. Gumerov: I also don't see any cost saying the travel cost.
- B. Adam: No supporting documents for that? Checking submission, possibly hidden.
- C. Shen: when I was doing it, multiple that did not ask for travel cost.
- D. Gumerov: is she doing all three, and we just forgot to put in the tracker?

(3) Debate

A.

(4) Vote

(a) Postponed until next meeting

v) [56-005 Soroush Niazi](#)

(1) Speech

(2) (a) Hello, I am a PHD student at the mechanical engineering department. Delivering a presentation, at Anaheim, CA, 15-17 of July, from document I uploaded, flight cost around 300 dollars,

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lodging around 600 dollars, not sure rather if for new fiscal year it's the same as the previous, or increase it.

A.

(3) Questioning

A. Gumerov: where will you be lodging?

(i) Hotel Hilton. Expensive. Searched for cheaper one.

B. Gumerov: I see you are an international student, are you aware process takes longer? As far as I know, I should pay for it, and then after the conference get reimbursement?

C. Adam: process after you approved here, accountant can set up how you will spend funding, wait for the accountant to reach out to you, is it okay I purchase it and am reimbursed later on it.

D. (i) cannot wait until July 1 for SG to pay for it. Will wait for someone to reach out to me.

E. Adam: will be all on accountant's side. Are you financially trained? Do you understand post-funding process?

F. (i) did previous year, 23-24.

G. Adam: not sure if you must retrain, very similar web course, you should know everything, maybe 10 minutes to retrain for new year. Understand post funding?

H. (i) yes.

(4) Debate

A. Gumerov: think it's a good opportunity, candidate is trained, we should vote in favor.

(5) Vote:

(a) 6-0-1 approved.

vi) [56-006 Bethany Kelly](#) 5-5-5

(1) Speech

A.

(2) Questioning

A.

(3) Debate

A.

(4) Vote: Postponed until next meeting

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vii) [56-007 Sarah Hall](#) 5-5-5

(1) Speech

- A. Perfect, hi reps and chairs. I'm Sarah Hall, pursuing my EDD in the college of community and innovation. Accepted to present my research pursuit in San Antonio, conference for IBCPL, submitted my passing scores for training, also aware of protocol for travel to occur, also have submitted disclosure for other funding I am receiving. I have been awarded 500 dollars from UCF. My program will also be paying the registration fee, only fee accrued that will have an early bird rate tied to it. With outstanding amount, I have also submitted my lodging and airfare cost. I would really appreciate funding to represent research, support professional learning for teachers across Florida, and higher literacy rates in K-5 students.

(2) Questioning

- A. Sarah: one's I have already quoted have sold out for airfare, if the other ones sell out, may be additional money. Technically I will be traveling until July 31 doesn't land until August 1.
- B. Adam: Correct, we cannot overlap for funding. We cannot, you'd have to pay the other full. Would you prefer us to fully focus on lodging or air fair?
- C. Sarah: If I could do airfare for you all, I'd appreciate it. College of graduate studies do hotel.
- D. Adam: approved up to 700 dollars, 80% for reversions, we could lower that down to 450, would that be okay for you? You'd have to spend up to 360 dollars.
- E. Sarah: airfare coming up at 329 dollars, cutting it close if it's another couple of weeks especially if it's coming up close. Would I be able to include the cost of ride sharing with you?
- F. Adam: sadly not, only fund primary mode of transportation.
- G. Adam: 320 dollars for a flight, if it goes below, can explain. Can we lower to 400?
- H. Sarah: is there a way, if i cannot buy for a couple week's, anticipating increased cost. Is there a way that it can be approved for more, is it easier to payback what I don't use?
- I. Gumerov: just in the rules you must pay at least 80% percent, wouldn't go over.
- J. Sarah: 450 would be a good compromise.

(3) Debate

- A. Gumerov: great opportunity, we can help you a bit more, think we should vote in favor.

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- (4) Vote
- (a) 5-0-1 approved.
- viii) [56-008 Alexander Spitzer](#) 5-5-5
- (1) Speech: Hi, that's me. Last talk was enlightening, gave me a couple of questions. My name is Alexander, PHD student studying aero engineering, accepted to present paper at conference in Las Vegas, should've uploaded a couple cost documents for flights and early bird registration. The deadline for that June 10th, would likely go up to 399 instead of 299 I had listed. One way flight to Las Vegas and back. Total for early bird 566, normal registration 666. Looking for help with registrations and flights. With purchase deadline of July 1st, couple of questions to add in. Hotel price close to 800 dollars, could that be partially funding? If I only asked for funding for the hotel, could it be funded to the 700 dollar limit?
- (2) Adam: We could do that. If lodging goes over, you pay back to the business office. We can amend those numbers for you.
- (3) Spitzer: Do I need to be currently enrolled at the time of the conference?
- (4) Adam: either currently enrolled, or for the continuously.
- (5) Spitzer: ideal for me to go forward with a hotel situation. Can I postpone and resubmit?
- (6) Adam: we can approve today, just go ahead and do 800 now.
- (7) Spitzer: Wonderful. I did financial training, am aware of post funding requirements.
- A.
- (8) Questioning
- A. Gumerov: do you know that it will absolutely be over 800 dollars?
- (i) Yes
- B. Adam: to confirm, you are a graduate student?
- (i) Spitzer: yes
- (9) Debate
- A. Memory: motion to vote
- B. Adam: little debate
- C. Memory: I am in favor. Motion to vote.
- (10) Vote

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(a) 5-0-2 approved

- (11) Spitzer: any need to update submission form?
- (12) Adam: Knight connect is for us to process everyone. Will be through accountant here on out.

ix)

b) Bills

- i) 56-xx Name
 - (1) Speech
 - A.
 - (2) Questioning
 - A.
 - (3) Debate
 - A.
 - (4) Vote
 - A.

11. Member Discussion

- a. Memory: so I don't want to sound, FAO is more organized, lot of people were missing documents, if it works it works, just talking and saying, is there a spreadsheet?
- b. Adam: reference the CRT tracker. Shows overview of what everyone is asking for, name of conference, dates, grad student or not.

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- c. Gumerov: if you click on little names in meeting agenda, do we have anywhere that specifies what we're looking for?
 - d. Adam: Knightconnect
 - e. Gumerov: need to see documentation, make sure numbers aren't coming out of someone's head.
12. Miscellaneous Business
- a) none
13. Final Roll Call: 7/8
14. Adjournment: 4:45 PM

Key:

- P - Present
- A - Absent
- MTD - Move to Debate
- MTV - Move to Vote
- MTA - Move to Amend
- PFP - Post Funding Process
- PP - Postpone
- PPI - Postpone Indefinitely
- GC - General Consent

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