

Title VIII: Appendix A- The CRT Spending Policy

Chapter 810 Definitions

- 810.1
 - 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.
 - Lodging: The temporary stay at a hotel that is reasonably priced and reasonably near the conference venue.
 - Registration: The primary 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.
 - 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.

Chapter 811 Fiscal Quarters

- 811.1
 - The A&SF Fiscal Year shall be divided into four (4) Fiscal Quarters, designated 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.
- 811.2
 - The Registration and Travel Account shall be divided into discrete budgets for each of the four (4) Fiscal Quarters, with the availability to roll-over.
- 811.3
 - The budgets established for each of these Fiscal Quarters shall be approved, amended, and routinely kept track of by the CRT 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.
- 811.4
 - Allocations and Bills will draw funds from the Fiscal Quarter in which the travel end date lies.
- 811.5
 - 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.
- 811.6
 - The remaining budget for any quarter, if any exists, shall be rolled over to the following quarter, with the exception of Quarter Four.

Chapter 812 Funding Classifications

- 812.1
 - Senate Bills: The funding amount for Senate Bills shall be up to 50% of total eligible costs, unless:
 - A. There are sanctions imposed by the Operations Review and Sanctions (ORS) Committee.
 - B. The RSO has reached their total funding limit.
 - C. The RSO requests a lower funding level.
- 812.2
 - 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, professional networking, or professional development 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.

Chapter 813 Meeting Operations

- 813.1
 - When an RSO is requesting funding, an authorized officer who has completed Financial Training 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.
- 813.2
 - If no individuals 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 be represented by a CRT committee member.
 - 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 must request committee representation at least twenty-four (24) hours prior to the start of the CRT meeting where the allocation is to be seen.
 1. The student should provide the CRT committee member with all the information needed to responsibly present their request to the rest of the committee at the next scheduled meeting. The student must meet via phone, in-person or virtually with a CRT member.
 - 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).
- 813.3
 - Requests for funding by an RSO are only to be made by students recognized as Authorized Officers by the Office of Student Involvement.

Chapter 814 Timeline

- 814.1
 - Allocations:
 - A. Allocation requests must be submitted through KnightConnect at least two (2) business days prior to the start of the CRT meeting for which they are to

be considered at that meeting, unless prior approval from the Chair is received.

- B. For U.S. citizens, allocation requests must be approved by the CRT Committee, and read into the Senate Minutes, at least fifteen (15) business days before funding is needed. For Non-U.S. citizens, allocation requests must be approved by the CRT Committee, and read into the Senate Minutes, at least twenty-two (22) business days before funding is needed.
 - 1. This timeline may be overturned by a two-thirds ($\frac{2}{3}$) vote of the CRT Committee.

- 814.2

- Bills:

- A. Bill requests must be submitted through KnightConnect at least two (2) business days prior to the start of the Senate meeting for which they are to be put on First Reading.
- B. Bill requests must be approved by the Student Body Senate at least forty-five (45) business days before funding is needed.

- 814.3

- An individual or an authorized officer of the organization must participate in the meeting, as outlined in Chapter 813, following the submission of their allocation or bill as scheduled. Failure to be present at two (2) scheduled CRT meetings may result in the allocation or bill being postponed indefinitely.

Chapter 815 Submission Requirements

- 815.1

- When an RSO or individual is requesting funding, the most current and updated price quotations must be provided to the CRT Committee.

Chapter 816 General Limitations

- 816.1

- The Registration and Travel account will only be used to fund eligible costs as defined in Chapter 810.

- 816.2

- 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.

- 816.3

- 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 Provost approval.
 - L. Trips which are not consistent with UCF's Policies and Procedures.
 - M. Membership fees not associated with the conference registration cost.
 - N. Items that have already been purchased by an individual or RSO.
 - O. Charter buses that will travel farther than five hundred (500) miles from UCF.
- 816.4
 - All items that cannot be funded through the Registration and Travel account shall not be included in the total cost of the Allocation or Bill.

Chapter 817 Allocation Funding Amounts

- 817.1
 - Funding for a Registered Student Organization (RSO) allocation shall be administered through the following funding types to a cap of \$4,500 per Fiscal Year:
 - A. Research Presentation and Performance Art Trips shall be funded at a maximum of \$1,500.00.
 - 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 \$150.00 to a maximum of \$3,000.00.
 - B. Observational Research Trips shall be funded at a maximum of \$2,500.00.
 - 1. Additionally, all members must be participating in the research to be eligible for this funding type.
 - C. 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.
 - D. Seminar/Networking Trips shall be funded at a maximum of \$1,500.00.
 - 1. Additionally, all members must be registered for the conference to be eligible for this funding type.
 - E. Service Trips shall be funded at a maximum of \$2,500.00.
 - 1. Additionally, all members must be participating in the service trip to be eligible for this funding type.
- 817.2
 - Funding for Individual allocations shall be administered at the following types
 - A. Research Presentation and Performance Art Trips shall be funded at a maximum of \$500.00.
 - B. Observational Research Trips shall be funded at a maximum of \$300.00.
 - C. Competition Trips shall be funded at a maximum of \$300.00.

D. Seminar/Networking Trips shall be funded at a maximum of \$250.00.

Chapter 818 Allocation Supplements

- 818.1
 - Individual allocations with destinations located in Canada, Mexico, Hawaii, or Alaska can be supplemented with an additional \$250.00 if the student's eligible costs exceed their funding amount.
- 818.2
 - Individual allocations requested by a degree-seeking graduate student can be supplemented with an additional \$200.00 if the student's eligible costs exceed their funding amount.
- 818.3
 - Individual allocations with destinations located outside of the United States, Canada, and Mexico can be supplemented with an additional \$500.00 if the student's eligible costs exceed their funding amount.