



LEGISLATIVE BRANCH

CONFERENCE, REGISTRATION, AND TRAVEL

CRT Committee FAQ Sheet 2024-2025

(abbreviations are located throughout the document and on the last page)

What do we fund?

- **Lodging:** The temporary stay at a hotel that is reasonably priced and 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 transportation method that transports the student to a location reasonably near the conference venue.
- **Conferences and Trips:** An in-person gathering of professionals and/or scholars at which the student presents research findings, attends workshops, or enhances personal or professional development skills.

What are the categories for funding?

- **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.
 - To be eligible for this funding type, the student/RSO must provide proof of their abstract, poster, or equivalent to the CRT Committee.
- **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.
 - 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.
- **Performance Art:** Opportunities for students to travel for live presentation of their art form for an audience.
 - To be eligible for this funding type, the student/RSO must provide documentation to the CRT Committee of their live presentation.
- **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.
 - To be eligible for this funding type, the student/RSO must provide verification of qualification, invitation, intent to compete, or similar documentation.
- **Seminar/Networking:** Opportunities for students to attend academic lectures or professional networking sessions at an organized conference.
 - 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.

- **Service Trip:** Opportunities for students to attend academic lectures, professional networking, or professional development sessions at an organized conference or event.
 - 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.

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., Airbnb, 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 seeking funding through any combination of individual, RSO allocations, and bills for the same conference.
- Lodging within 50 miles of the student's home campus without Vice President or Provost approval.
- Trips which are not consistent with UCF's Policies and Procedures
- Membership fees not associated with the conference registration cost.
- Items that have already been purchased by an individual or RSO before contact with TPCs.
- Uber/Taxi/Public Transport
- Charter buses that will travel farther than five hundred (500) miles from UCF.

What are the steps to apply?

1. Complete the financial training located here: <https://webcourses.ucf.edu/enroll/4FCC68>
2. Apply for a CRT Allocation at least 4 weeks before funding is needed or apply for a Bill at least 12 weeks before funding is needed. Make sure you receive notification that the request was submitted.
Allocation: <https://knightconnect.campuslabs.com/engage/submitter/form/start/636439>
Bill: <https://knightconnect.campuslabs.com/engage/submitter/form/start/636440>
3. Attend a CRT meeting after being emailed with the date and more details.
4. During the meeting, have updated quotes/costs, all information submitted in your application, and be prepared to give a quick speech about your travel.
5. Wait to be emailed by a travel procurement coordinator the week after the CRT meeting.
6. Meet/coordinate your purchases with the TPC. We cannot provide reimbursements for purchases made prior to this step.
7. Attend your conference.
8. Within 30 days, provide all proof of travel and receipts that are required by your TPC/Bill. Fill out post travel forms if you have a Bill.

How much does each allocation funding classification receive?

- RSO:
 - Research/Performance Art- \$1,500. \$150 extra for every person presenting research or a tangible piece of art, up to a maximum of \$3,000.
 - Observational Research- \$2,500.
 - Competition Trip- \$2,500.
 - Seminar/Networking- \$1,500.
 - Service Trips- \$2,500.
- Individual:
 - Research/Performance Art- \$500.
 - Observational Research- \$300.
 - Competition Trip- \$300.
 - Seminar/Networking- \$250.
- Stipends (individual allocations ONLY):
 - \$500 extra for international travel outside of the U.S.A., Canada, and Mexico.
 - \$250 extra for travel to Canada, Mexico, Alaska, or Hawaii.
 - \$200 extra for graduate students.

How early before my event should I submit a request?

- Allocations:
 - Must be submitted at least 2 business days before the CRT meeting that you plan on attending.
 - Must be submitted at least 4 weeks before the funding is needed.
- Bills:
 - Must be submitted at least 2 business days before a Senate meeting to be seen at the next scheduled CRT meeting.
 - Must be submitted at least 1 weeks (about 3 months) 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 able to 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 ORS committee.

What is the post-funding process?

- **Allocation:**
 - Wait before purchasing anything till you meet with the accountant,
 - Must use 80% of your allocated funds,
 - Submit receipts for items UCF covered within 30 days (about 4 and a half weeks) after travel,
 - Send in a TRF to your assigned accountant.
- **Bill:**

- Wait before purchasing anything till you meet with the accountant,
- You must use 95% of your half of the bill.
- You must use 80% of Senate's half of the bill.
- Send in a TRF and a GTR to your assigned accountant.

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)
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What is the process for travelling internationally?

- You will need to contact UCF Global to get approval for the trip.
- The destination country needs to have a travel advisory level of 3 or lower from the department of state. UCF will not approve travel to travel advisory level 4. You can check your destinations travel advisory level here:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Is there a different process if I am an International Student or have International Students attending from my RSO?

- Yes, there are a few extra steps when you are an International Student.
 - Individuals:
 - When applying, make sure to clarify you are an Intl. Student.
 - You will need to apply for funding 5 business days earlier than normal to account for extra paperwork and processing.
 - After being approved in CRT, you will have extra paperwork to complete for the TPC and you will need to contact UCF Global for travel/purchasing approval.
 - If you are taxable (pay taxes), you will need to purchase all items yourself **AFTER** getting approval from the TPC. You will be reimbursed after the conference ends.

Abbreviations

- **TPC:** Travel Procurement Coordinator/Coordinator (previously known as an accountant/coordinator)
- **RSO:** Registered Student Organization
- **CRT:** Conference, Registration, and Travel
- **ORS:** Operations, Review, and Sanctions
- **A&SF:** Activity and Service Fee
- **BO:** Business Office
- **TRF:** Travel Request Form
- **GTR:** Group Travel Roster