

CRT Funding Timeline

Complete Financial Training

Before starting any applications, complete the most up-to-date [fiscal training](#).



Gather Information About Your Trip

Collect all of the information about your trip to fill out your application such as registration, lodging, and flight costs.

What's the difference between an Allocation and a Bill?

Allocation:
~4 weeks.

Receive \$250-\$1000 as an individual or \$1500-\$3000 as an RSO.

Bill:

~3 months.

Receive half of approved costs. RSOs ONLY.

Fill out an Application on KnightConnect

Apply for an [Allocation](#) or a [Bill](#) online.



Receive an Email from the CRT Chair to Attend a Meeting

Meetings are currently on Mondays at 3:30. Prepare for this meeting! Make sure you have updated costs for everything you've requested.

Attend the Meeting

Here you will have allotted times for Speeches, questioning, and Debate. Use Speech time to tell the committee what you're doing and update anything like costs or dates.

Questioning is the time for committee members to ask you questions about your application. Debate is only for committee members to discuss your application.

After Approval

After Debate, a vote is held on whether to approve or deny the application. If approved, you're next step is to wait about a week. The next Thursday, your application will be read into our Senate meeting minutes to be approved by the body.

Travel Coordinator

After that Thursday meeting, a Travel Coordinator from the A&SF Business Office should reach out by the following Wednesday. If not, please let the CRT Chair know. Complete the documents they send as soon as possible to get funding earlier.

Spend your Funding

After the Travel Coordinator approves your forms, you are cleared to begin spending the money allocated to you! Either work with the accountant to purchase together, or ask for a reimbursement to be given after the conference is over.*

*Reimbursements will not be given for purchases made before being approved by CRT