

Title VIII: Appendix A- The CRT Spending Policy (2026-2027)

Chapter 810 Definitions

- 810.1
 - Conference: An in-person gathering of professionals and/or scholars, independent of and not contingent upon the organization or attendance of any individual or RSO, at which the student(s) presents research findings, attends workshops, or exchange or apply information, skills, art or ideas to enhances personal or professional development.
 - 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: To be eligible to receive funding, an RSO requesting a Senate Bill must justify the trip's adherence to one of the six conference types established in Chapter 812.2. The funding amount for Senate Bills, regardless of conference type, shall be 50% of total eligible costs, unless:
 - There are sanctions imposed by the Operations Review and Sanctions (ORS) Committee.
 - 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.
 - 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 primary 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, and demonstrate that observational research is the primary purpose of the trip and not incidental or secondary to another funding type.

- 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, professional networking, or professional development sessions at an organized conference or event.
 - 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: Nontraditional trips for Registered Student Organizations (RSOs) with the primary purpose of providing aid to a community without any imposition of spiritual beliefs, and with oversight provided by an official organization.
 - 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.
- 812.3
 - Trips denoted as “nontraditional” are not required to adhere to the conference definition in Chapter 810.1, and are to be evaluated independently under their respective classifications.
 - 812.4
 - The following restrictions may be set at any time by a majority vote of the CRT Committee. These restrictions must be announced at the next regularly

scheduled Senate meeting and may be overturned by a majority vote of the Senate. Unless otherwise stated, such restrictions will last until the end of the Senate Session and shall not apply to future sessions.

- A cap on the amount of funding to be put towards either allocations or fiscal bills, expressed as a fixed dollar amount or as a percentage of the total funds remaining.
- A limit on the number of students going to a specific conference, using a specific classification of conference funding (Research Presentation, Seminar/Networking, Competition, etc.).

Chapter 813 Request Process

- 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.
 - 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.
 - 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.
 - If necessary, the student may be contacted by a CRT Committee member by email or phone, either for clarification or to schedule an in-person or virtual meeting. The student should provide the CRT committee member with all the information needed to responsibly present their request.
 - The CRT chair shall assign committee allocation requests among committee members and provide guidance on effective representation.

- 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.
- 813.4
 - When an RSO or individual is requesting funding, the most current and updated price quotations must be provided to the CRT Committee.
- 813.5
 - Individuals and RSOs requesting funding shall be required to provide the amount of outside funding they have received or anticipate receiving, if any, including but not limited to sponsors, donations, dues, operating budgets, etc. to the CRT Committee for their review when submitting a funding request.

Chapter 814 Timeline

- 814.1 Allocations:
 - 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.
 - 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.
 - This timeline may be overturned by a two-thirds ($\frac{2}{3}$) vote of the CRT Committee.
 - For non-U.S. citizens, allocation requests must be approved by the CRT Committee, and read into the Senate Minutes, at least thirty (30) business days before funding is needed for a trip within the United States, and at least thirty-five (35) business days before funding is needed for a trip outside of the United States.
 - This timeline may be overturned by a two-thirds ($\frac{2}{3}$) vote of the CRT Committee.\
- 814.2 Bills:

- 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.
- 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 General Limitations

- 815.1
 - The Registration and Travel account will only be used to fund eligible costs as defined in Chapter 810.
- 815.2
 - 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.
- 815.3
 - Upon approval by a Travel/Procurement Coordinator, purchases may either be made directly by the A&SF Business Office, or made by the individual or RSO to be reimbursed after the conference.
 - Lodging purchases must be made through the reimbursement model, unless the individual or RSO communicates an inability to pay the full cost of the hotel up front.
- 815.4
 - CRT shall not fund:
 - Mission trips, defined as travel or service activities whose primary purpose is spiritual outreach
 - Cultural exchange trips, defined as travel primarily for cultural immersion, tourism, general exposure, or experiential learning without a structured academic, service, or professional development purpose.
 - Individual student allocations for service trips.
 - Food provisions or food services expenses which are if not included in the cost of the most basic

- registration.
 - Unrestricted social events.
 - Hostels and short-term rental services (i.e., apartments and personal homes).
 - Lodging for individual allocations requesting a divided portion of the total lodging bill.
 - Personal or rental vehicles, or ride sharing services.
 - Internships and study abroad trips.
 - Travel that exceeds thirty (30) days, without Provost approval.
 - Students who are seeking funding through any combination of individual allocations, RSO allocations, and bills for the same conference.
 - Lodging within 50 miles of the student's home campus without 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.
 - Charter buses that will travel farther than five hundred (500) miles from UCF.
 - More than one checked bag per funded individual
- 815.5
 - 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 816 Allocation Funding Amounts

- 816.1
 - 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:
 - Research Presentation and Performance Art Trips shall be funded at a maximum of \$1,500.00.
 - 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.
 - Observational Research Trips shall be funded at a maximum of \$2,500.00.

- Additionally, all members must be participating in the research to be eligible for this funding type.
- Competition Trips shall be funded at a maximum of \$2,500.00.
 - Additionally, all members must be participating in the competition to be eligible for this funding type.
- Seminar/Networking Trips shall be funded at a maximum of \$1,500.00.
 - Additionally, all members must be registered for the conference to be eligible for this funding type.
- Service Trips shall be funded at a maximum of \$2,500.00.
 - Additionally, all members must be participating in the service trip to be eligible for this funding type.
- 816.2
 - Funding for Individual allocations shall be administered at the following types:
 - Research Presentations shall be funded at a maximum of \$400.00.
 - Performance Art Trips shall be funded at a maximum of \$400.00.
 - Observational Research Trips shall be funded at a maximum of \$400.00.
 - Competition Trips shall be funded at a maximum of \$400.00.
 - Seminar/Networking Trips shall be funded at a maximum of \$200.00.

Chapter 817 Allocation Supplements

- 817.1
 - Individual allocations with destinations located in Canada, Mexico, or Puerto Rico can be supplemented with an additional \$250.00 if the student's eligible costs exceed their funding amount.
- 817.2
 - Individual allocations with other international destinations than stipulated in 817.1, as well as Hawaii, Alaska, and other US territories, can be supplemented with an additional \$500.00 if the student's eligible costs exceed their funding amount.
- 817.3
 - 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.

Chapter 818 Proration

- 818.1
 - Should one or more members of a group trip be unable to attend after already being approved by the CRT committee, the approved amount shall be prorated to more accurately reflect the cost of the trip.
 - The revised total shall be calculated as the original average cost per person multiplied by the new count of attendees.
 - The revised total will be used when calculating reversion percentages.
 - For Fiscal Bills, both the Senate contribution and RSO contribution shall be prorated based on original contribution percentages.
 - Fiscal Bills in which the sum of the Senate and RSO Contributions is less than the total cost of the trip (e.g. due to reaching the fiscal cap) shall only be prorated if the revised total is less than the original sum of contributions.
 - Prorations shall only be used to reduce the approved amount of an allocation or bill, not increase it.
 - If an allocation is initially prorated to a lower count of attendees, but later the RSO requests to increase it back to a higher count, this may be permitted with the approval of the CRT committee.