

CRT Timeline

Complete Financial Training

Before starting any application processes, please complete the most up-to-date fiscal training accessible by [clicking here](#) or scanning below.



Plan Your Trip

Collect all of the information about your trip needed to complete the application. This includes the number of members attending, registration costs, hotel quotes, and flight estimates.

Complete Your Application on KnightConnect

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



Attend a CRT Meeting After Being Emailed by the Chair

Meetings are currently on Thursdays at 10:00 AM. To prepare, please make sure that all your cost estimates are up to date and any supplementary information is sent to the CRT chair or vice-chair!

You should receive an email from the Chair within 5 business days of completing your Knight Connect form.

CRT Meeting

Here will you have approximately 5 minutes to explain where you are going, why you are going there, and what you'd like to be funded by CRT. After your speech, the committee will have the opportunity to ask you questions about the applications, Debate in favor or opposition to the funding, and then Vote on your application. Typically, The only votes in opposition are due to statutory issues.

After CRT 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 following Thursday, your application will be read into our Senate meeting minutes to be approved by the legislative body.

Business Office Approval

After that Senate 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 ASAP.

Purchase Approved Items

After the Travel Coordinator approves your forms, you are cleared to begin the purchasing process. You will either work with an accountant to purchase the items together via Zoom, or have a reimbursement offered ONLY for purchases made after receiving Business Office approval.