LEGISLATIVE BRANCH

CONFERENCE, REGISTRATION, AND TRAVEL

CRT Committee FAQ Sheet
2026-2027

What do we fund?

- 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.

What don't we 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

How do I submit a funding request?

- Go to: https://knightconnect.campuslabs.com/engage/ and log in.
- In the search bar type: Senate.
- Click the option: Student Government Association - Legislative Branch (Senate).

- Scroll down to the 'forms' tab.
- **For Allocation**- Open: 'Conference Registration and Travel (CRT)' - Allocation Funding Request Form 2026-2027
- **For Bill**- Open: 'Conference Registration and Travel (CRT)' – Bill Funding Request Form 2026-2027

How early before my event should I submit a request?

- Allocations:
  - Must be submitted 4 weeks before the funding is needed.
  - Must be submitted 48 hours before the CRT meeting that you plan on attending.
- Bills:
  - Must be submitted 12 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 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 Operations Review and Sanctions 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 both an Expense Request Form (ERF) and a Travel Request from (TRF) to your assigned accountant.
- **Bill:**
  - Wait before purchasing anything till you meet with the accountant,
  - Must use 95% of your 50% from your allocated funds,
  - Send in an Expense Request Form (ERF), Travel Request from (TRF), and a Group Travel Roster 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).

What are the allocation funding classifications available?

- 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.
- 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.
- Performance Art: Opportunities for students to travel for live presentation of their art form for an audience.
- 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.
- Seminar/Networking: Opportunities for students to attend academic lectures, professional networking, or professional development sessions at an organized conference or event.
- 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.

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- $400.
    - Observational Research- $400.
    - Competition Trip- $400.
    - Seminar/Networking- $200.

What allocation supplements are available?

- $250 extra for travel in Canada, Mexico, or Puerto Rico (individual allocations)
- $500 extra for international travel not listed above, as well as in Hawaii, Alaska, and other US territories (individual allocations).

- $200 extra for graduate students (individual allocations).