



Introduced By: CRT Committee
Sponsored By: Chair Friant
Contact: sga_crt@ucf.edu
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Committee Action: 5-1-1
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Third Reading: June 13, 2019
Final Vote: 28-3-1

University of Central Florida
Fifty-First Student Body Senate
Resolution 51-46

[2019-2020 CRT Committee Spending Policy]

- 1 **WHEREAS**, Title VIII: The Finance Code states that the Conference Registration and Travel (CRT) Committee must
2 introduce legislation establishing the current year's Registration and Travel account Spending Policy;
3 **WHEREAS**, Policies require constant updates and revisions to best serve the student body;
4 **WHEREAS**, The CRT Committee has the obligation of ensuring the greatest number of students have the greatest
5 opportunity to receive funding from SGA;
6 **WHEREAS**, Non-STEM and research-based programs have been unable to apply for research-level funding, a new
7 funding level, Experiential Research, was established to bridge this gap;
8 **WHEREAS**, CRT is designed to be a supplementary funding source and the funding supplements ensure students with
9 higher costs are being funded appropriately;
10 **WHEREAS**, RSO's have a history of and higher capacity to fundraise, their respective allocation limitations were not
11 lowered and therefore negating the need for funding supplements; and
12 **WHEREAS**, This resolution will go into effect July 1, 2019;

13 **THEREFORE, BE IT RESOLVED**, That it is the opinion of the Fifty-First Student Senate of the University of Central
14 Florida that expanding the ability for students to opt for committee representation we will increase the accessibility of
15 CRT funding requests to a larger number of students.

16 **BE IT FURTHER RESOLVED**, that the following policy update be established for use of the Registration and Travel
17 account by the CRT Committee and the Senate:

18 A. Definitions

- 19 1. The following terms shall be defined by Conference Registration and Travel (CRT)
20 Committee as follows:

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22 Conference – A gathering of professionals and/or scholars, that has an official itinerary, and at which, the
23 student presents research findings, attends workshops, or enhances personal or professional development
24 skills.

25
26 Research Presentation – References the funding level that funds students to attend and present a research
27 paper or to profess proficient knowledge of an academic subject for colleagues at an accredited organized
28 conference.

29
30 Experiential Research – References the funding level that funds students to travel on non-traditional
31 research-related trips as dictated by the industry standard for their degree program and academic pursuits.

32
33 Competition – References the funding level that funds students to attend and compete with other colleagues
about an academic subject at an accredited, organized conference.

34
35 Seminar – References the funding level that funds students to attend academic lectures or professional
networking sessions at an accredited, organized conference.

36 Service Trip – References the funding level that funds a Registered Student Organization (RSO) to
37 participate in providing aid to a community in a manner that supports the mission statement of their RSO,
38 has no imposition of spiritual beliefs, and has oversight provided by an official organization

39 B. Funding Description

- 40 1. The A&SF Fiscal Year shall be divided into four (4) Fiscal Quarters, designated, respectively, as:
 - 41 a. Quarter One, comprised of July, August, September;
 - 42 b. Quarter Two, comprised of October, November, December;
 - 43 c. Quarter Three, comprised of January, February, March; and
 - 44 d. Quarter Four, comprised of April, May, June.
- 45 2. The Registration and Travel Account shall be divided into separate budgets for each of the four (4) Fiscal
46 Quarters, with the availability to roll-over.
- 47 3. The budgets established for each of these Fiscal Quarters shall be approved and amended by the CRT
48 Committee.
- 49 4. Allocations and Bills will draw funds from the Fiscal Quarter in which their respective conference lies.
- 50 5. The funding level for Senate Bills shall be 50% of total eligible costs, unless a Registered Student
51 Organization requests a lower funding level.
- 52 6. The only exception to the above-stated funding level shall be sanctions imposed by the Operations Review
53 and Sanctions (ORS) Committee, or the organization reaching the total funding limit.

54
55 C. Meeting Operations

- 56 1. Allocation requests must be time-stamped twenty-four (24) hours prior to the start of the CRT meeting for
57 them to be considered, unless otherwise approved by the Chair.
- 58 2. If an organization is requesting funding, an authorized officer of the organization must be present at the CRT
59 Committee meeting, Caucus, or committee representation;
- 60 3. If an individual cannot make a CRT Committee meeting, or CRT Caucus, during the Senate meeting, for a
61 legitimate reason determined by the Chair, said student may be present via teleconference, video conference,
62 or via committee representation.
 - 63 a. At the discretion of the CRT Committee they may also be represented by another student who is
64 going on the same conference as the individual or a designated representative.
 - 65 b. Committee Representation shall consist of a CRT meeting representing a student request to the rest of
66 the committee for consideration at the student's request in their absence. Communication between the
67 requesting student and the CRT committee member may be done via Email, Telephone, or face-to-
68 face meeting. This exchange should provide the CRT Committee Member with all the information
69 needed to responsibly represent their request to the rest of the committee at the next scheduled
70 meeting.
 - 71 c. The CRT chair shall assign committee allocation requests evenly among committee members and
72 provide thorough resources on effective representation.
 - 73 d. By accepting Committee Representation the student requesting funding is aware that if they cannot be
74 reached by phone during the meeting for any outstanding questions, then their request may be
75 postponed until the committee is in receipt of the answer to their desired question(s).
- 76 4. An individual or an authorized officer of the organization must attend the meeting following the submission
77 of their allocation as scheduled. Failure to be present at two (2) consecutive scheduled CRT meetings may
78 result in the allocation being postponed indefinitely. If a student's funding request was submitted after the
79 time designated on the Knight Connect form for the same-week meeting and was still put on the agenda,
80 then their absence shall not count as one of their two (2) missed meetings.

81
82 D. Timeline

- 83 1. Allocation requests must be approved by the CRT Committee at least fourteen (14) business days before
84 funding is needed, as dictated in the A&SF Financial Training Modules.
- 85 2. Allocation and Bill requests shall only be seen in the CRT Committee during the Fiscal Quarter in which the
86 conference lies or Fiscal Quarter prior.

87
88 E. General Limitations

- 89 1. The Registration and Travel account will only be used to fund the cost of registration, or enrollment, as
90 dictated on the official conference website or with written verification provided by a conference official,

- 91 lodging, and primary mode of transportation via common carrier conveyance (i.e. airplane, train, charter
92 bus).
- 93 2. CRT shall not fund:
- 94 a. Mission trips, individual service trips, and cultural exchange trips.
- 95 b. Individual student allocations and fiscal bills for service trips.
- 96 c. Food provisions, food services, and unrestricted social events.
- 97 d. Hostels and short-term rental services (i.e., apartments and personal homes).
- 98 e. Lodging for individuals who request a divided portion of the total lodging bill.
- 99 f. Personal or rental vehicles.
- 100 g. Internships and study abroad trips.
- 101 h. Experiential research trips that exceed thirty (30) days, without Provost approval.
- 102

103 F. Funding Levels

- 104 1. Funding for a Registered Student Organization (RSO) allocation shall be administered through one (1) of the
105 following funding levels per Fiscal Year:
- 106 a. Research Trips and Experiential Research Trips shall be funded at a starting level of \$1,500.00 for
107 RSO allocations.
- 108 i. For each student accepted to present research, the funding should be increased by \$150.00
109 to a maximum of \$3,000.00.
- 110 ii. For each student accepted to participate in the experiential research, the funding should be
111 increased by \$150.00 to a maximum of \$3,000.00.
- 112 iii. Competition Trips shall be funded at a maximum level of \$2,500.00 for RSO allocations.
- 113 iv. Seminar/Networking Trips shall be funded at a maximum level of \$2,000.00 for RSO
114 allocations.
- 115 v. Service Trips shall be funded at a maximum level of \$5,000.00 for RSO allocations.
- 116 2. Funding for Individual allocations shall be administered at the following levels:
- 117 a. Research Trips shall be funded at a maximum level of \$400.00 for individual allocations.
- 118 b. Experiential Research Trips shall be funded at a maximum of \$400.00 for individual allocations.
- 119 c. Competition Trips shall be funded at a maximum level of \$250.00 for individual allocations.
- 120 d. Seminar/Networking Trips shall be funded at a maximum level of \$200.00 for individual allocations.

121 G. International Allocation Supplements

- 122 1. Individual allocations with international travel destinations can be supplemented with an additional \$100.00,
123 if the student's costs exceed their funding level.

124 H. Funding Details

- 125 1. To be considered for funding at the requested levels, individuals/RSOs must meet the following criteria:
- 126 a. Research Trips
- 127 i. Must be presenting their research at the desired conference, or functional equivalent.
- 128 ii. Present an abstract, or equivalent, to CRT of the submitted research.
- 129 b. Experiential Research Trips
- 130 i. The nature of the trip must be fundamentally based in the student's field of study (i.e.
131 conducting in-person research, observing structures, presenting art projects, attending
132 readings, etc.)
- 133 ii. Present justification to CRT regarding the trip's role and direct relation to the student's
134 academic program and development.
- 135 c. Competitions Trips
- 136 i. Present verification of qualification, invitation, or intent to compete.
- 137 d. Service Trips
- 138 i. Must be affiliated with a community service based RSO.
- 139 ii. Have no imposition of spiritual beliefs for the duration of the trip.
- 140 iii. Country of proposed travel shall not exceed a Level 1 in accordance to the United States
141 Department of State's International Travel Advisory.
- 142 iv. Groups shall have no less than six (6) participants per service experience.
- 143 v. Service must be mutually beneficial.

AUTHORIZING SIGNATURES

Christian Padron
Senate President

Date

Forrest McClellan
Senate President Pro Tempore

Date