RRTPO COMMUNITY TRANSPORTATION ADVISORY COMMITTEE

Volunteer Honorarium Policy

This policy is intended to allow for engagement and collaboration with all voices in planning and policy work within the Richmond Regional Transportation Planning Organization's Community Transportation Advisory Committee (CTAC).

CTAC Members who are not otherwise compensated for their attendance at CTAC meetings or events may request an honorarium to offset the cost of participating. The honorarium is intended to address barriers to participating such as missing work, childcare expenses, and transportation costs.

To be eligible for honorariums, a volunteer must opt-in on the Advisory Committee Enrollment Form (see below). Eligible volunteers will receive a $50 honorarium per committee meeting or event when their attendance is verified on the meeting sign-in sheet.

All volunteers seeking reimbursement must be provided with, and acknowledge, that they have received and reviewed the Volunteer Honorarium Policy. To receive reimbursement, volunteers must complete, sign, and submit a Form W-9 to PlanRVA.

Volunteers receiving honorariums are not employees of PlanRVA. Volunteers receiving honorariums acknowledge that honorariums may be considered income for tax purposes. Volunteers receiving $600 or more in honorariums in a calendar year will be issued a Form 1099-MISC for that calendar year.

PAYMENT OF HONORARIUMS

a. Participation in the program is voluntary

b. PlanRVA will issue payment of all honorariums as the fiscal agent for the RRTPO.

c. Payments will generally be processed/issued on a quarterly basis.

d. Payment shall be in the form of a mailed check or ACH (electronic) payment.

e. For individuals not having a bank account, arrangements will be made for another form of payment.

f. Individuals attending meetings virtually will also be eligible for compensation.

g. Individuals should be aware that receipt of honorarium payments may affect their eligibility for certain income-based services and programs and/or change their

tax return filing status. This policy is not intended to provide, and should not be relied on for, tax advice.

j. The receipt of the honorarium will be in addition to any other non-monetary or other incentives that may be provided for in-person meeting attendance, such as meals, parking validation, program registration, etc.

k. There is no limit to the total number of payments or their cumulative value.

Adopted July 2025

CTAC Honorarium Enrollment Form

First and Last Name: _____

Organization Represented (if applicable): _____

Address: _____

City: _____ Zip Code: _____

Preferred Phone: _____

Email address: _____

Are you compensated for your participation on this Advisory Committee through your place of employment or the organization you represent? _____ Yes _____ No

If no, please indicate whether you would like to receive an honorarium:

____ No

____Yes

Volunteers are not employees of PlanRVA. Meeting attendance will be verified by each meeting's sign-in sheet. Those requesting an honorarium must submit a W-9 Form to PlanRVA before the first honorarium will be paid. Those receiving an honorarium must acknowledge receipt and review of the Volunteer Honorarium Policy. Note that honorariums may be considered income for tax purposes, and those receiving $600 or more in a calendar year will be issued a Form 1099-MISC at year end.

By my signature below, I certify that all information provided as part of this Enrollment Form is true, accurate and complete to the best of my knowledge. I acknowledge receipt and review of the Volunteer Honorarium Policy. I give my consent to PlanRVA to use the information on this Enrollment Form for the purpose of contacting me regarding matters related to the Advisory Committee and determining my honorarium eligibility.

Signature: _____ Date: _____