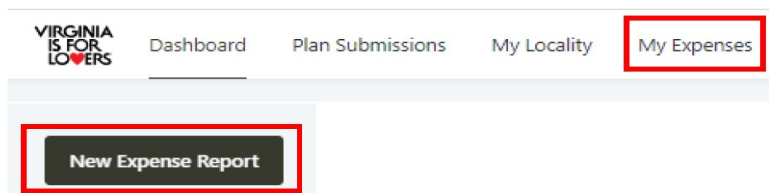


VTC (Virginia Tourism Corporation)
ARPA (American Rescue Plan Act) Tourism Recovery Program
EXPENSE REPORT GUIDE

To submit an expense request, localities must have an approved spending plan. For FAQ's relating to the expense submission process, please follow this link: <https://vatc.org/arpa/faqs/>. Localities should provide reimbursement to any DMO's completing work on their behalf and reimburse DMO's before seeking reimbursement from the VTC (Virginia Tourism Corporation) ARPA (American Rescue Plan Act) Tourism Recovery Program. Please submit reimbursement requests quarterly, and for a minimum of \$5,000. Once approved, a payment typically up to 15 days (about 2 weeks) to process, depending on bank processing times. Virginia Tourism Corporation will disburse the payments once approved. All payments will be disbursed into the bank account that was input in the portal.

Steps to Submit an Expense Request:

1. Log into the VTC (Virginia Tourism Corporation) ARPA (American Rescue Plan Act) Tourism Recovery portal (https://horne2.outsystemsenterprise.com/PM_Virginia/Login)
2. Click on the "My Expenses" tab at the top of the page. Then click the "New Expense Report" button (as shown below).



3. Complete the following required information (*) on the expense report.
 - A. Payment date (date payment for expenses was issued) If payments were disbursed on multiple dates, it should be the **last** date of payment submitted.
 - B. Date(s) of service for expenditures on the expense report
 - C. **Expense information** (Enter the amount associated with each activities category. The amounts in each category should mirror the approved Spending Plan. (If the categories have changed, please submit a revised spending plan before submitting the expense report.)
 - Paid Media
 - Public Relations
 - Marketing Production
 - Sales
 - Tourism Production Development
 - D. Upload **Proof of Delivery** (Delivery Receipts, Shipping Statements, Statements Indicating the Goods or Services were Completed, Certifications of Delivery or Completion of Services, etc.)

- Localities must submit “Proof of Delivery and Proof of Payment” once an activity is fully executed. Proof of delivery cannot be provided before the activity has taken place and all goods and services have been delivered.
- Examples are - Delivery Receipts, Invoices, Shipping Statements, Statements Indicating the Goods or Services were Completed, Certifications of Delivery or Completion of Services, etc.
- Examples of Video Production/Photo Shoots are - Official Shot lists/call sheets Screenshots of raw footage.

E. Upload **Proof of Payment** with an Expense Summary

- Localities are required to upload the “Expense Summary” with each expense submitted. By uploading this with your documents, it assists us with the review process.
 - An Expense Summary is a detailed index or summary of expenses that directly reflects the approved Spending Plan line items in the Budget Breakdown. *We can provide a template upon request.
- Examples of Proof of Payment are - Canceled check copies, IET/Wire Confirmation copies, credit card receipts, etc.
 - If your proof of payment includes other funding not related to ARPA (American Rescue Plan Act)/VTC (Virginia Tourism Corporation) Recovery Program, you will be required to provide additional documentation that shows each of the expenses that added up to the full payment. That can be the individual invoices, including those that are not related to ARPA along with a statement to explain that these other invoices were not for ARPA.
 - Example: If your proof of payment that you upload is over the approved funding allocation or category shown on your spending plan. (i.e., the canceled check is for \$35,000 and you were only allocated \$30,000) you must submit a statement/sentence stating where the additional funds came from or that no other federal funds were utilized for this expense. If other items are included in the payment for the expense, please include a line-item summary of the charges being reimbursed under ARPA.

F. Respond to the **Federal Reporting and Procurement Requirements** section.

- a. Did your locality share funding with a DMO, and is the DMO conducting work on behalf of the locality?

If yes, please upload a Sub-Recipient Agreement signed by both parties.

- b. Under the Uniform Guidance DMO's are considered subrecipients.

- c. Were all the expenses in this request procured using a competitive procurement process (compliant with the federal Uniform Guidance)?
 - Yes – All Items were purchased using a competitive process.
 - No – None of the items were purchased using a competitive process.
 - Some items in the request were procured using a competitive process, and others were not.
- d. If **no**, answer the following.
 - If some or all items in this request were procured using a non-competitive process, please indicate why a competitive process was not undertaken.
 - Micro Purchase – all applicable items or services cost less than \$10,000 (Upload not required)
 - Single Source Vendor – All applicable items or services were provided by a single-source vendor.
 - Some items are in each category (micro-purchase and single source) Please upload a document explaining why this vendor was the single source vendor for the applicable items or services.
 - If some or all items in this request were procured using a competitive process, which type of competitive procurement process was used for those items?
 - Informal – all applicable purchases are less than \$250,000 (entity must keep a record of 3 bids/quotes)
 - Formal – All applicable purchases are greater than \$250,000 (refer to 2CFR 200.320 for more information about formal procurement methods)
 - Both – Some (but not all) applicable items in this request qualified for informal procurement (are less than \$250,000).
- Please upload documentation that provides written details of the competitive process used for each applicable expense in this request and why the chosen vendors were selected. **(Copies of each vendor quote or proposal are not required, but a written summary of selection criteria and decisions are required for each item or service procured)**
- Please upload the applicable vendor contract for each expense claimed in this request.
- Please ensure contracts are compliant with the federal Uniform Guidance requirements for vendor contracts found at 2 CFR §200.327 and the associated Appendix II (and the provisions of 2 CFR §200.318(j)(2) for time and materials contracts)
- **Collaborating Localities** - We cannot review Expenses for localities that are collaborating on expenditures until all of the collaborating localities have submitted their expenses.

g. **Requirements Certifications (Check all that apply):**

- Check here if you are collaborating with other localities who are receiving ARPA Tourism funding.
- If checked - indicate/list which locality(ies) are collaborating with you.
- I certify that I understand that it is my responsibility to maintain records and other documentation to support the use of funds reported in this Status Report for at least five years after grant funds have been fully expended.
- I certify that no other sources of funding have been used for any of the submitted expenses.
- I certify to the best of my knowledge and belief that the information supplied is true, complete, and accurate for the purposes of this Operating Expenses Award Report. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.

4. Signature

Save Draft (if you are still working on submitting documentation and wish to complete it at a later date)

- **Submit** (if all required documents have been uploaded and all information entered is correct)

For questions about submitting an expense report or the required documentation, please email us at support@vatourismarpa.com

Important Resource Links

[ARPA Home](#)

[FAQ's](#)

[Procurement Questions](#)

[Recorded Webinars](#)

[VA ARPA Update on Federal Requirements 5-18-22 \(136 downloads\)](#)