

## Virginia Tourism Corporation-American Rescue Plan Act Sports and Meetings Incentive Programs Expense Submission Process

To submit a Payment Request, localities must have an approved application. For FAQ's relating to the expense submission process, please follow this link: <https://www.vatc.org/arpa/arpa-sports-meetings-faqs/>. Once approved, a payment typically takes about 20 days (about 3 weeks) to process, depending on bank processing times. Payments will be submitted by Virginia Tourism Corporation into the bank account input in the portal.

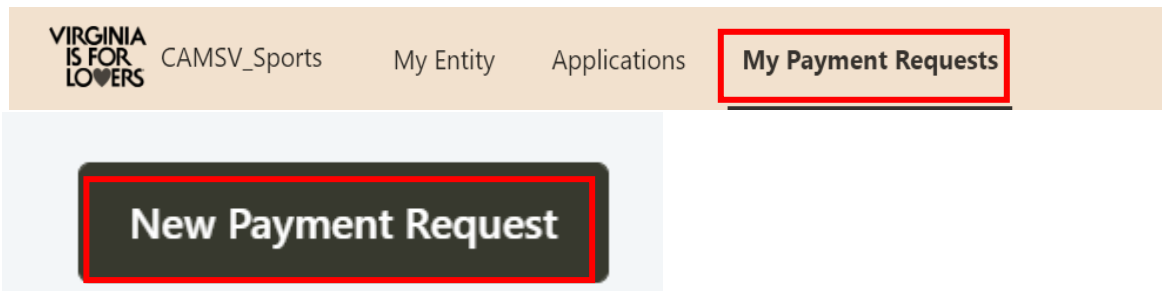
### Steps to Submit a Payment Request:

1. Log into the VTC (Virginia Tourism Corporation) ARPA (American Rescue Plan Act) Tourism Sports portal or Meetings Incentive portal as shown below:

Sports: [https://horne2.outsystemsenterprise.com/CAMSV\\_Sports/Login](https://horne2.outsystemsenterprise.com/CAMSV_Sports/Login)


Meetings: [https://horne2.outsystemsenterprise.com/CAMSV\\_Meetings/Login](https://horne2.outsystemsenterprise.com/CAMSV_Meetings/Login)

2. Click on the “My Payment Requests” tab at the top of the page. Then click the “New Payment Request” selection.



3. Click on the drop-down box as shown below and select the correct application (some entities may have multiple applications):

Select the application this Payment Request will be associated with

Please select a application. 

(Please make sure that you select the correct application that you are uploading documents for.)

4. Next you will need to fill in your **financial information**. (Please review your Routing Number and Account Number again before submitting your application.)

**Financial Information**

Financial Institution Name *	Financial Institution Address *	Financial Institution Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Financial Institution Phone Number *	Financial Institution Routing Number *	Financial Institution Account Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. **Enter your Current Incentive Amount Requested:**

**Expense Information**

Current Incentive Amount Requested \*

6. **Event Details Section** Fill in the date the event was contracted by as shown below. It is also required to upload the **signed** contract in this section and advise us if the event was canceled, rescheduled, or resized.;

**Event Details**

What was the date the event was contracted by ? \*

Please upload the contract \*

10 MB limit. Allowed types: .pdf,.docx,.docx,.xls,.xlsx.

File Name	Uploaded Date
No items to show...	

Was the event canceled, rescheduled, or downsized? \*

Yes  No

7. **Proof that event was held** – This is where you will include the following items in the upload, but it is not limited to: logs, event records, score reports, screenshot of website showing event, photos

of the event with venue name, hotel pick up report. Remember that events must be held in Virginia and completed before June 30, 2024.

**Proof that event was held**  
(Logs, event records, score reports, Screen shot of website showing event, photos of event with Venue name, hotel pick up report, etc. – events must be held in Virginia, and completed before June 30, 2024.)

Event Completion Date \*

mm/dd/yyyy 📅

Proof that event has held File Upload \*

Drop a file here or browse Description Upload File

10 MB limit. Allowed types: .pdf,.docx,.docx,.xls,.xlsx.

File Name	Uploaded Date
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**8. Proof the pre-approved incentive was provided.**

- a. Proof of payment includes canceled check, EFT, ACH, bank statements, and credit card statements.
- b. For discounts, you will need to provide an invoice showing the discount and you will also need to provide proof of payment showing the discounted price.

**Proof the pre-approved incentive was provided**  
(Proof that pre-approved incentive was paid, discount applied, or other agreed-upon economic benefit conferred on the event organizer)

Type of Incentive \*

Payment  In-Kind

Please provide more details about your in-kind incentive

Proof that incentive was provided File Upload \*

Drop a file here or browse Description Upload File

10 MB limit. Allowed types: .pdf,.docx,.docx,.xls,.xlsx.

File Name	Uploaded Date
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**9. Optional Supplemental Documentation.** This is the section where you can provide any additional information that you think would assist HORNE and VTC (Virginia Tourism Corporation) in reviewing your payment request. Suggested document(s) are as follows:

- Summary sheet that lists items included in invoices that match the approved items in the award letter. (Please be sure and highlight in the invoices the expenses that match the award letter)