



Armstrong Cooper Youth Hockey Association (ACYHA)

2025–2026 Team Manager Receipt Submission Guide

The Travel Team Manager job description highlights that building and maintaining the team's budget is a primary responsibility. Working with the Treasurer/Assistant Treasurer to ensure accounting is always in order is extremely important for a transparent and efficient hockey season. Therefore, the following upgrades have been made to improve this process and to make it easier for the Team Manager and ACYHA.

■ **Submitting Receipts and Documentation via the Google Form**

- ■ Ensure all receipts/documentation are clear and easily readable
- ■ Upload receipts directly to the Google Form (they must total the exact expense submitted)
- ■ Ensure amounts on receipts match the expense entered
- ■ Add detailed notes in the 'Notes' field for clarity (over-explain rather than under-explain)
- ■ Your receipts and notes should tell the full story ■

■ **Scan this QR Code to access the Receipt Submission Form:**



Team Information

- ■ Select the correct team (Bantam, PeeWee, 12U, Squirt, etc.)
- ■ Enter Team Manager full name
- ■ Enter total expense amount (e.g., \$450)
- ■ Enter receipt date (MM/DD/YYYY)

Expense Category

- ■ Choose ONE expense type (Referee, Ice Fee, Tournament Registration, Apparel, Lodging, Transportation, etc.)

- ■ If 'Other', type in description

Vendor & Description

- ■ Enter vendor/business name (e.g., All Star Sports, Pub 42)
- ■ Enter item/service purchased or purpose (e.g., Tournament registration fee, Team pizza party)

Reimbursement?

- ■ Select YES if reimbursement is required → complete reimbursement section
- ■ Select NO if paid directly from team account → complete payment type section

Payment Type (Non-Reimbursement)

- ■ Select payment type: Debit/Credit, Venmo, Cash, or Check (Team Account)
- ■ Upload receipts (must total exact expense submitted)
- ■ Add notes if receipts include multiple payees, personal items, or special circumstances

Reimbursement Section (If Applicable)

- ■ Select payment method used (Debit/Credit, Venmo, Cash, Check)
- ■ Enter the individual's name being reimbursed
- ■ Upload receipts (must total exact expense submitted)
- ■ Add notes for clarification if needed

Final Review

- ■ Verify all required fields are complete
- ■ Confirm receipts match total expense
- ■ Double-check notes explain any unusual items

Need Help?

- For questions, contact: Scott Allen – ACYHA Treasurer
- Phone: 763.242.3015 | Email: ACYHA.Treasurer@gmail.com

Questions? Contact Scott Allen, ACYHA Treasurer – 763.242.3015 | ACYHA.Treasurer@gmail.com
Go Wings!