


How to Download and Complete Aspire Guardians' Expense Claim Form

Follow these steps to download and fill out the Expense Claim form correctly.

Download the expense claim form

You will receive an email from an Aspire representative containing information and details that you need for successful hosting.

Step 1: Google Chrome

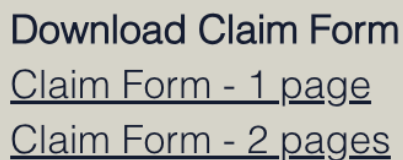
Open up Google Chrome internet browser. 

Step 2: Open Aspire Guardians Host Family Documents webpage

www.aspireguardians.com/host-family-documents

Here, you will find helpful information about hosting and any documents that you may find useful to refer back to.

Step 3: Click on the 'Claim Form'

A screenshot of a web page showing a menu with the following items:

- Download Claim Form
- [Claim Form - 1 page](#)
- [Claim Form - 2 pages](#)

Choose between one or two pages of the claim form. When you click on the form, a new page will open up in your google chrome web browser.

If you use a different internet browser, this will not work - please make sure to use Google Chrome.

Completing the Form

Step 1: Customer Details

- **Name:** Enter your full name.
- **Account Name:** Provide the name associated with your bank account.
- **Sort Code:** Fill in your bank's sort code.
- **Account Number:** Input your bank account number.

If this is your first submission or if your bank details have changed, make sure to provide your bank information.

Step 2: Item Details

- **Date:** Please enter the date in dd/mm/yyyy format
- **Item:** Use the drop down options for the item you are claiming for. Your options will look like this:

DATE	ITEM
22/01/24	<input type="text" value=""/>
	Hosting
	Student Expe
	Mileage
	Driving Time
	Takeaway
	Eating Out
	Tickets
	Other

- If you select **other** please specify what you are claiming in the description.
- **Description:** Please specify the item type
 - For hosting, please specify start and end dates and the student's name
 - For mileage, please specify from and to
- **QTY:** Enter the quantity of items you are claiming
 - For example, if you are claiming hosting, please enter the total number of nights here.
- **Amount:** Specify the cost per item
 - For example, if you are claiming hosting, please enter the charge per night here.

Step 3: Total Amount

- The total amount will auto-populate in the total field.

Your first line should look like this:

DATE	ITEM	DESCRIPTION	AMOUNT	QTY	TOTAL AMOUNT
22/01/24	Hosting	22 Jan - 24 Jan 2024 - Student Name	£ 60.00	2	£ 120.00

If you are claiming mileage, please put the cost per mile (£0.50) in the amount column and the total number of miles in the qty column.

Your mileage claim should look like this:

DATE	ITEM	DESCRIPTION	AMOUNT	QTY	TOTAL AMOUNT
22/01/24	Mileage	School to Host	£ 0.50	10	£ 5.00

Step 4: Add all expenses to the form

If you are unsure about what you can and can't claim, please refer to the 'claimable expenses' document [here](#) or contact one of our members of staff.



Step 5: Date and Signature

- **Date:** Write the date of your claim submission.
- **Signature:** Sign the form to verify that all expenses are claimed according to company policy.

Step 6: Final Check

- Before submitting, double-check all entries for accuracy and completeness.

Step 7: Submit

- Submit your form by either sending it to info@aspireguardians.com or via WhatsApp if that is preferable. Please ensure all receipts are included when submitting the form.

Contact Information

- If you have any questions, you can reach out via email at info@aspireguardians.com or ask in our WhatsApp chat.



Your form should look something like this:



Expense Claim

CUSTOMER DETAILS	
NAME: Jon Smith	ACCOUNT NAME: Jonathan Smith
SORT CODE: 12-34-56	ACCOUNT NUMBER: 12345678

PLEASE PROVIDE BANK DETAILS AT FIRST SUBMISSION OR IF THEY CHANGE.

DATE	ITEM	DESCRIPTION	AMOUNT	QTY	TOTAL AMOUNT
22/01/24	Mileage	School to Host	£ 0.50	10	£ 5.00
22/01/24	Hosting	22 Jan - 24 Jan (Student Name)	£ 60.00	2	£ 120.00
23/01/24	Student Ex	Student requested snacks	£ 10.00	1	£ 10.00
23/01/24	Takeaway	Student requested - Chinese	£ 16.00	1	£ 16.00
24/01/24	Mileage	Host to School	£ 0.50	10	£ 5.00
					£ 0.00
					£ 0.00
					£ 0.00
					£ 0.00
					£ 0.00
					£ 0.00
					£ 0.00
					£ 0.00
					£ 0.00

TOTAL: £ 156.00

SIGNATURE <u>jsmith</u>		DATE: <u>26/01/24</u>
I VERIFY THAT ALL EXPENSES ARE CLAIMED IN ACCORDANCE WITH COMPANY POLICY		
ASPIRE'S SIGNATURE		DATE:
NOTES		

EMAIL: INFO@ASPIREGUARDIANS.COM

PHONE: +44 7542 181 244

Clear Form

Should you have any, please do not hesitate to contact us.