



Submitting expenses for the GRC Travel Grant via Perk

1. Go to Perk

Open the website <https://app.perk.com> or download the app on your mobile phone

Use the **“Sign in with SSO”** button.

Enter your primary UZH e-mail address, which you use in the UZH Microsoft environment: Two-factor authentication for Teams/Outlook etc./ Login with Single Sign On (SSO). If you have login problems, please contact your IT Service Desk.

2. Add the expense delegate

Click on your initials in the bottom left-hand corner of the browser window or on the three lines in the app and then on “My profile”.

Under “Preferences” enter the name Lilian Leupold under “Expense Delegates” – “Submits expenses on your behalf”.

Click on « Save ».

The screenshot shows the 'Preferences' tab in the Perk app. Under 'Expense delegates', the 'Submits expenses on your behalf' dropdown is set to 'Lilian Leupold'. Below it, a note states: 'Expenses are submitted in your name. You'll still be able to submit expenses while they're assigned.' The 'Approves expenses on your behalf' dropdown is set to 'Select...'. A note below it states: 'You won't be able to approve expenses while they're assigned.' At the bottom right, there are 'Cancel' and 'Save' buttons.

3. Upload your decision letter (see mail attachment)

In the browser, click on “My tasks” → “Expenses” → “Single expenses” and upload the decision letter. Click “Save”, not “Submit”.

In the app: Click on the + symbol, then on the photo symbol and take a picture of your decision letter.

Important:

- **Never click on submit!** Click on save only!

After saving, the process is automatically forwarded to the Graduate Campus, where it will be processed and submitted.

- As soon as the reimbursement is in your account, please delete the ‘expense delegate’!
- If you are no longer employed at UZH: Please write an email back and include your IBAN number and your home address (the same as on file at the bank).