



Submitting expenses for the GRC Travel Grant via Yokoy

Please submit your activity report including receipts on the [GRC-Tool](#) first before starting the process of requesting the funds on Yokoy. Requests on Yokoy will remain pending until the report has been submitted on the GRC-Tool and reviewed by the GRC. Any reminders from Yokoy can be ignored. We kindly ask for your patience until the report has been reviewed by the Grants office.

Accessing Yokoy

Open the [website](#) or download the app on your mobile device.

Enter your primary UZH e-mail address that you usually 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.
Deactivate pop-up blockers.

Adding assistance

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”.

Enter the name “Antje Derksen” under “Assistant & Delegate”.

Click on “Notify assistant about open tasks”.

Click on “Save”.

Assistant & Delegate

Expenses

My assistant

Antje Derksen - antje.derksen@... ▾

Notify assistant about open tasks

Save

Upload your GRC Travel Grant decision letter

In the browser: Click on “file” and upload.

Click “save”.

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, you can delete the “assistance”.

If you are no longer employed at UZH: Please write an email to reporting@grc.uzh.ch and include your IBAN number and your home address (the same as on file at the bank).