

Emburse Card – End-user Experience

Using Emburse Spend, a Non-Employee Expense Application

What is emburse spend ?

Emburse Spend is the application tool used to process Non-employee HHMI-related business expenses.

Two methods:

1. Submit Reimbursable Expense request
 - for users with U.S. bank account

HHMI-related business expenses must be submitted and processed within 60 days from the date the expense is incurred or the end of the event.

2. Emburse Card (virtual payment card)
 - for users with no U.S. bank account

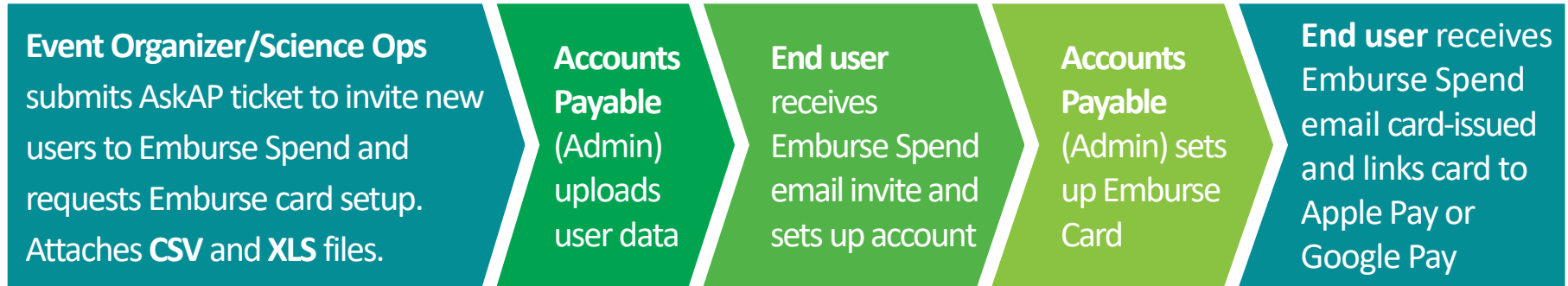
All Emburse card transactions require a receipt uploaded within 10 days from the date the expense is incurred.

Roles and Process Overview

- **End user** *Event Attendee or Non-HHMI Employee*
- **Manager** *HHMI Event Organizer, Lab Manager
Science Operations Team member*
- **Admin** *HHMI Accounts Payable Team member*

Roles and Process Overview

Account and Emburse Card Set Up



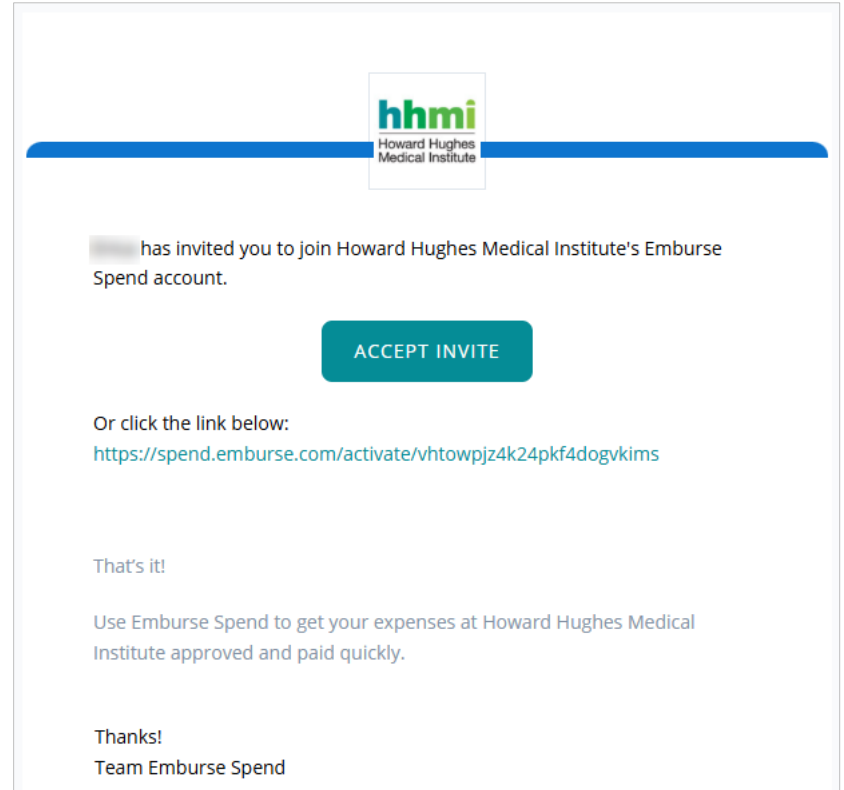
Pay with Emburse Card (virtual payment card)



Account Set Up

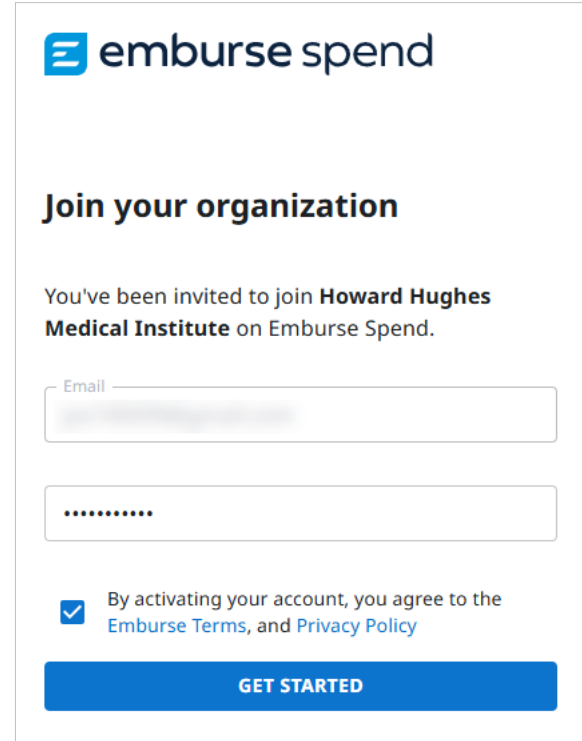
Account Set Up

1. Receive email invitation to Emburse Spend
2. Click on **Accept Invite**



Account Set Up

3. In blank field, **Create Password**
4. Click on checkbox
for *Terms and Privacy Policy*
5. Click on **Get Started**



The screenshot shows the 'emburse spend' logo at the top. Below it is the heading 'Join your organization'. A message states: 'You've been invited to join **Howard Hughes Medical Institute** on Emburse Spend.' There are two input fields: the first is labeled 'Email' and contains a blurred address; the second is a password field with dots. Below the fields is a checkbox that is checked, with the text 'By activating your account, you agree to the Emburse Terms, and Privacy Policy'. At the bottom is a blue button labeled 'GET STARTED'.

emburse spend

Join your organization

You've been invited to join **Howard Hughes Medical Institute** on Emburse Spend.

Email


☒ By activating your account, you agree to the [Emburse Terms](#), and [Privacy Policy](#)

GET STARTED

Account Set Up

6. Select preferred Two-Factor Authentication method (SMS or Email Verification)

Then, click **SEND CODE**



With Two-Factor Authentication enabled, you will need both your password and a verification code to log in. Select your preferred method for receiving a verification code.

☒ **SMS Verification**
A code will be sent to the number below.
Standard messaging rates apply.

☐ **Email Verification**
A code will be sent to your email address.

Mobile Phone Number

▼

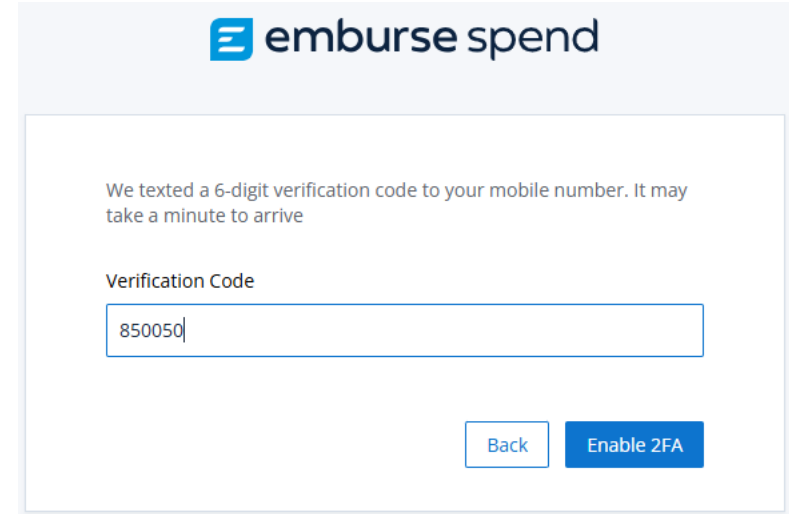
1 (702) 123-4567

SEND CODE

Account Set Up

7. Enter Verification Code
from SMS text or Email

Then, click **Enable SFA**



The screenshot shows the 'emburse spend' interface. At the top, the logo 'emburse spend' is displayed. Below it, a message states: 'We texted a 6-digit verification code to your mobile number. It may take a minute to arrive'. Underneath this message is a label 'Verification Code' followed by a text input field containing the code '850050'. At the bottom right of the form, there are two buttons: a 'Back' button and an 'Enable 2FA' button.

emburse spend

We texted a 6-digit verification code to your mobile number. It may take a minute to arrive

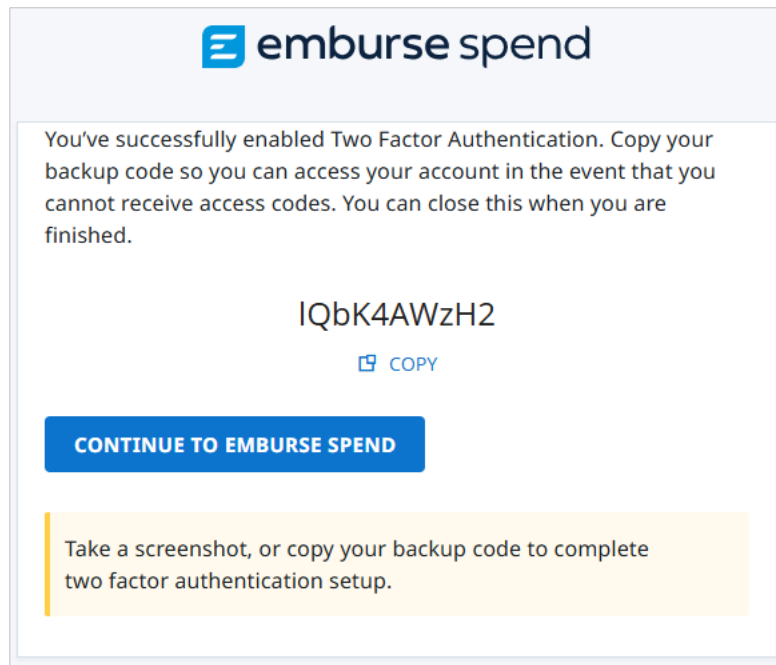
Verification Code

850050

Back Enable 2FA


Account Set Up

8. Click on
CONTINUE TO EMBURSE SPEND



Account Set Up

9. In the Emburse Spend application, enter your account information
10. Click on **Finish Setting Up**



Personal Information

Tell us about yourself

First Name *

Last Name *

Home Address *


Providing your home address helps us verify your identity.


City *


State * ▼

Zip / Postal Code

Country *
United States ▼

Phone Number *
 [Redacted]



Date of Birth * 

Providing your birthday helps us verify your identity.

Account Set Up: Receive Virtual Card

11. Next, receive an email indicating your virtual Emburse card has been issued.

Click on **View Cards** to access detailed card information.

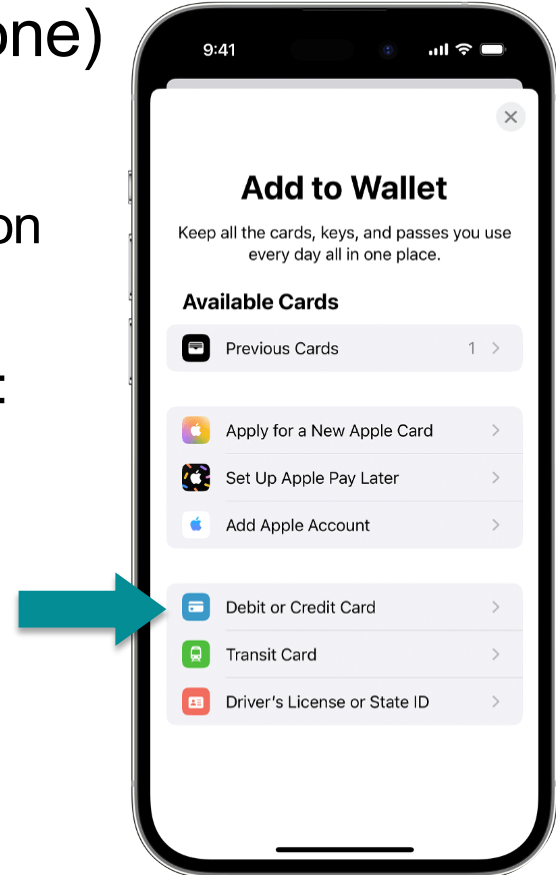
Account Set Up

(Add Virtual Card to Apps on your Cell Phone)

12. On your cell phone, add your virtual card information to a mobile *Pay* app for online payment capability.

For more information, click on the app(s) you use:

- [Apple Pay](#) on iPhone
- [Google Pay](#) on Android
- [Uber](#) – ride share app



Optional – Download the mobile app

Emburse Spend

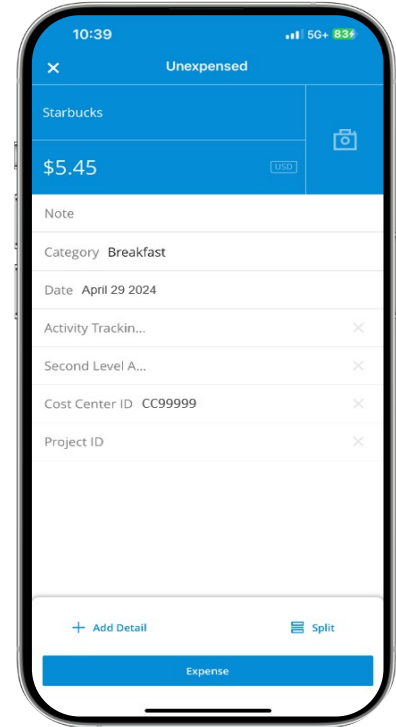


The Emburse Spend mobile app helps you capture and store receipt images, as well as expense transactions on your phone.

On your cell phone,

1. Open an additional email from Emburse Spend and tap the link to download the **Emburse Spend** mobile app.
2. Next, tap Yes to Allow Notification and you are ready to expense transactions.

And, if prompted, enable camera feature to capture/store receipt images.



Pay with Virtual Emburse Card



You're now ready to pay with your Virtual Emburse Card and use the Emburse Spend application to **UPLOAD** receipts and **Submit** or **Expense** each transaction.

For each Emburse Card transaction:

1. **Pay with your cell phone's mobile pay app – using your Virtual Emburse Card.** Note:
 - Your card is set up for International card use (currency, fees).
 - If you are prompted to enter HHMI's **zip code**, enter **20815**.
 - If also paying for a tip (for example: Uber or any service), **include tip amount at point of sale** for timely payment, not day(s) later after payment.
2. **Obtain a receipt** to upload (attach) to the transaction in Emburse Spend. Take a photo of the receipt using the Emburse Spend mobile app or your phone / Or save an email/pdf file.

For each Emburse Card transaction:

3. **In the Emburse Spend application** on your Desktop computer (or cell phone mobile app)
 - a. Review and Edit Transaction
 - b. **UPLOAD** Receipt
 - c. **Submit** or **Expense** the transaction for approval.
Once approved, transaction is complete.

Option 1:

Submit Transaction on **Emburse Spend** Desktop App

1. On dashboard, view transactions that **Needs Attention** OR click **Transactions** on left menu.

2. Click on a transaction, **Pending Submission**

3. Select **Category**, if blank

4 **UPLOAD** or **BROWSE RECEIPTS** to attach receipt image or file

5. Click on **Submit**

Repeat steps for each **Transaction** that is **Pending Submission**.

Needs Attention 13

Friday \$36.48 8499

Expenses should have a receipt

Business purpose Hotel Travel

Category Travel

ADD DETAILS EXPAND SUBMIT

Attach a receipt by

UPLOAD BROWSE RECEIPTS

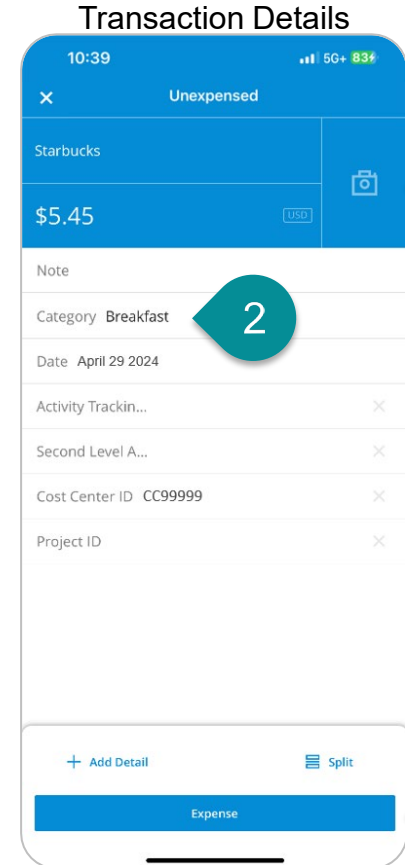
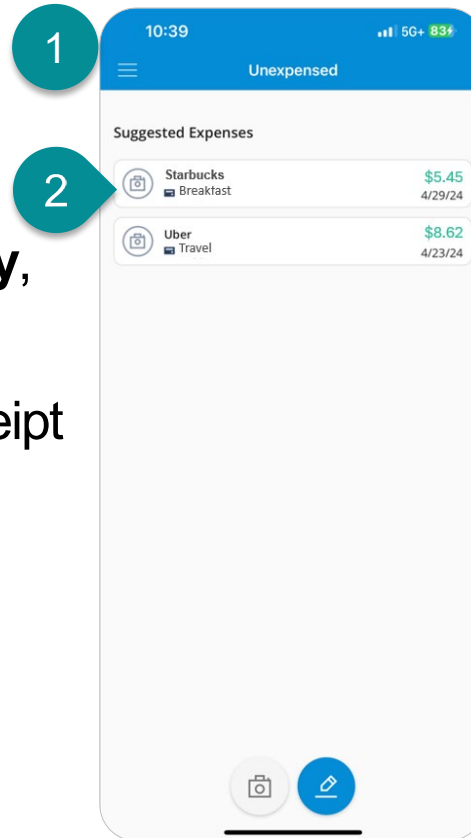
Option 2:

Expense Transaction on **Emburse Spend** Mobile App



1. View **Unexpensed** transactions
2. Tap a transaction to view details and select **Category**, if blank
3. Tap camera icon to add receipt (Receipts, Choose from Library, Take a Photo)
4. Tap **Send**

Repeat steps for each **Unexpensed** transaction.



Frequently Asked Questions (FAQs)

When is my card active?

Your card is active 1-2 days prior to your days of travel.

When does my card expire?

It expires 1 day after the last day of travel. You will receive an email notification when card expires. Additionally, remember to remove the virtual Emburse card from any of your mobile apps that you linked it to.

Do I need to save my receipts?

Yes. They are required and must be attached to every virtual card transaction.

How long do I have to upload a receipt and add a tip?

A receipt should be uploaded within days of returning from the trip in order for timely reconciliation with full approval. And if a tip is added – for rideshare service (Uber) or any service, you must include the tip amount at the point of sale for timely payment, not day(s) later after services rendered.

How does my card handle foreign transaction fees?

Your Emburse virtual card is set up to handle foreign transaction fees. Learn more about Emburse [International Card Use](#).

Frequently Asked Questions (FAQs)

- | | |
|--|--|
| Can I review transaction history? | Yes. In the Emburse desktop application, click Transactions on the left menu to see all transaction history. Contact your event coordinator if you need assistance. |
| What if I travel again for HHMI? | Your event coordinator will let HHMI know, and we will issue you a new card. |
| What if I have to use my own funds? | HHMI will reimburse you. Save all your receipts. |

Need Assistance?

emburse spend

Dashboard

Transactions 0

Cards

Reimbursable Expenses 0

Trips

Receipts 2

Spend Policy

Chat with us! b

Transactions

EXPORT

Pending Submission Submitted Completed

Merchant	Amount	Business Purpose	Card Details	Accounti...	Rec...	Wa...	Status	Action
No rows								

Evan Richards hmi
Howard Hughes Medical Institute

1. On Emburse Spend desktop application,
 - a. Click on the help icon (?) at the top right to access Emburse Spend user guides, or
 - b. Click on **Chat with us!** on left menu and type your question.
2. Contact your Event Coordinator or HHMI Contact.
3. Email askap@hhmi.org for questions or issues.

Online Resources

- [Uploading Receipts – Emburse Spend Help Center](#)
(use your internet browser's translate feature to view content in other languages if needed.)
- [Transactions – Emburse Cards Help Center](#)
(click menu icon ≡ to view in English and Spanish)
- [Doing Business with HHMI](#)
for Non-Employee Expense guidance and resources