



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

Dear Colleague,

The College has now moved to an online solution for expense submission and processing.

The new solution, Zetadocs Expenses, will enable our employees, clinicians and other business partners to submit their travel expenses via a dedicated website or using their mobile devices. This will replace the existing printed expense forms which will no longer be accepted after 31 October 2017.

The new solution offers reliable access from anywhere, enabling users to submit expenses on their phones or tablets, which combined with improved traceability of submitted expenses, will provide an enhanced and more user-friendly experience to all College Fellows, Members, employees and associates who travel on College business. This will assist in speeding up the submission and payment process and means that there will no longer be any need to print off forms and post them to the College.

Detailed information on how to register for the new expense system and activate a new user account for future expense submission can be found here: <https://rcpsg.ac.uk/help/expenses>

If you have any questions about the new expense system or registration process, please contact:  
[finance@rcpsg.ac.uk](mailto:finance@rcpsg.ac.uk)

Kind regards,

**Rajan Madhok, Honorary Treasurer**

**Data Protection Notice:** *The following personal information will be securely stored within the expense system website with the sole purpose of facilitating expense reimbursement and distributing automated status notifications: name and email address. Users' postal addresses and bank details, which are required to make expense payments, will be held within our systems in-house, behind appropriate firewalls and securely protected. This information will never be shared with a third party, with the exception of facilitating expense payments through our bank. User data will be deleted from the system after twelve months of inactivity.*