

## ARE YOU DRIVING FOR WORK?

ACTIVITY	YES	NO
Driving from your home to another University base for an internal meeting		
Being driven by a spouse / friend to an external meeting	<i>if remunerated</i>	
Driving colleagues / students to a University organised event eg conference, fieldtrip, football tournament		
Driving colleagues / students to an event organised by a 3 <sup>rd</sup> Party which RELATES to University work / study		
Driving colleagues / students to an event organised by a 3 <sup>rd</sup> Party but which DOES NOT relate to University work / study		
Driving to the train station to travel to a work related meeting		
Driving to a shop to buy sandwiches for a client lunch		
Driving a colleague home from work as they missed their train		