

## **If you are sent to a different office to work**

You are entitled to be paid for your time AND travel expenses when you are sent to another office.

You can demand to start and finish from your own office.

You don't have to drive your own car to another office.

If you don't have business insurance on your car DO NOT DRIVE IT TO ANOTHER OFFICE. You won't be insured. Most insurance only covers you to your 'regular place of work'.

If Royal Mail provide you with a van and ask you to go to another office, this is a reasonable request and you cannot refuse under normal circumstances. However, you have the right to be back at your own office at your finish time.