

## OFFICE OF COURT ADMINISTRATION OCA Travel At-A-Glance

When traveling on official state business, OCA employees are entitled to reimbursement for the following:

Type of Expense	Special Provisions	Receipt Requirements
Public Transportation: Taxi, Ride Share, Bus, Scooter, etc.	Use most cost-effective method; tips and wait time are not reimbursable.	Not required. Date and amount charged must be itemized on the travel voucher.
Public Transportation: Airfare	Use state contracts or more cost-effective rate; early or quick check-in fees are not reimbursable.	Itemized receipt showing payment required.
Public Transportation: Rental Car	Use state contracts; up-front add-ons (GPS, prepaid fuel, satellite radio, roadside assistance, etc.) are not reimbursable unless a bona fide business reason exists, is documented and approved prior to travel.	If not direct billed, itemized receipt showing payment required.
Personal car Mileage	<p>\$0.67 per mile (eff. 01/01/24) \$0.655 per mile (eff. 01/01/23)</p> <p><b>If traveling by personal vehicle, reimbursement may be limited to the cost of a rental car. For overnight travel, use the OCA Mileage-Rental Calculator to determine allowable reimbursement amount. Note: comparison is not required for non-overnight travel.</b></p>	Google Maps must be used to calculate mileage between points; attach printout(s) to travel voucher.
Meals, Non-Overnight Travel	OCA does not reimburse for meals while on non-overnight travel. An exception may be granted with prior Administrative Director approval. Additional rules apply.	Only if exception is granted.
Meals, Overnight Travel (In-State and Out-of-State)	OCA reimburses employees up to 75% of the GSA rate on the first and last days of travel. For full travel days, other than first and last days of travel, OCA reimburses up to the GSA reimbursement rate for that location.	Not required unless otherwise stipulated by a contract or grant.
Lodging (In-State and Out-of-State)  <i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i>	<p>Reimbursement is allowed for <b>actual</b> lodging charges <b>up to</b> the amount allowed on <a href="#">Domestic Maximum Per Diem Rates</a> for the travel location.</p> <p>If travel necessitates a higher rate hotel, then the difference between the hotel rate and TexTravel rates can be deducted from the daily meal reimbursement rate on a per day basis to cover the higher hotel cost.</p>	Receipts must have the lodging establishment's address; charges itemized; and indicate a zero balance due ("effective balance" or "to be settled" or similar phrase printed on receipt is not accepted).
Parking	Use self-parking when available; expense should be itemized daily on travel voucher.	Not required.
Incidental Expenses	<p>Hotel Taxes</p> <p>Rental Car Gasoline</p> <p>Toll Road Charges</p>	<p>Receipt must be itemized.</p> <p>Receipt must be itemized.</p> <p>Not required.</p>

If you have questions, please email [travel@txcourts.gov](mailto:travel@txcourts.gov).