

## OFFICE OF COURT ADMINISTRATION

### OCA Travel At-A-Glance - Board Members and Judicial Officers

When traveling on official board business, Board Members\* and Judicial Officers are entitled to reimbursement for the following:

Type of Expense	Special Provisions	Receipt Requirements
Public Transportation: Taxi, Rideshare, 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 most cost-effective rate; early or quick check-in fees are not reimbursable.	Itemized receipt showing payment required.
Public Transportation: Rental Car	Use most cost-effective rate. 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.	Itemized receipt showing payment required.
Personal Car Mileage	\$0.725 per mile (eff. 01/01/26) \$0.70 per mile (eff. 01/01/25)	Google Maps must be used to calculate mileage between points; attach printout(s) to travel voucher.
Meals, Non-Overnight Travel	If non-overnight meal reimbursement is requested, traveler must have been in travel status for over 6 hours. Expense will be taxable income per IRS rules. Board member will need to be set up in OCA's payroll system so a Social Security number will be required to issue a W-2. This reimbursement must be submitted on a separate travel voucher from other reimbursable expenses.	The taxable reimbursement cannot exceed \$36.00.  <b>Under Texas law, reimbursement for gratuities and alcoholic beverages are not permitted.</b>
Meals, Overnight Travel (In-State and Out-of-State)	OCA reimburses Board Members for <b>actual</b> meals <b>up to</b> the GSA reimbursement rate for that location. <a href="#">Domestic Maximum Per Diem Rates</a> .  <b>Judicial Officers</b> may be reimbursed for <b>actual</b> meal charges <b>up to</b> double the amount above. (See <i>Travel Policy</i> for definition of <i>Judicial Officers</i> .)	Not required unless otherwise stipulated by a contract or grant.  <b>Under Texas law, reimbursement for gratuities and alcoholic beverages are not permitted.</b>
Lodging (In-State and Out-of-State)  <i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i>	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.  <b>Judicial Officers</b> may be reimbursed for <b>actual</b> lodging charges <b>up to</b> double the amount above. (See <i>Travel Policy</i> for definition of <i>Judicial Officers</i> .)	Receipts must have the lodging establishment's address; charges itemized; and indicate a zero balance due ("effective balance" or "to be settled" printed on receipt is not accepted).
Parking	Use self-parking when available; expense should be itemized daily on travel voucher.	Not required.
Incidental Expenses	Hotel Taxes Rental Car Gasoline Toll Road Charges	Receipt must be itemized. Receipt must be itemized. Not required.

\*For purposes of this form board members include members of the following groups:

- Texas Judicial Council (TJC) – TX Gov't Code Sec. 71.020
- Judicial Committee on Information Technology (JCIT) (Voting members only) – TX Gov't Code Sec. 77.013
- Judicial Branch Certification Commission (JBCC), TX Gov't Code 152.057
- JBCC Advisory Boards – TX Gov't Code Sec. 152.152
- Texas Indigent Defense Commission (TIDC) – TX Gov't Code Sec. 79.019
- Texas Forensic Science Commission (TFSC) – TX Gov't Code Sec. 38.05
- Texas Commission on Judicial Selection (TCJS)
- FSC Licensing Advisory Committee – TX Gov't Code Sec. 38.04-b (g)

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