

**Office of Court Administration
Travel Expense Reimbursement Process
Workgroup Committee Members and Judicial Officers**

1. Complete and sign an OCA Travel Expense Information form.
2. Attach required receipts (see At A Glance document)
3. Submit the completed and signed Travel Expense Information form and required receipts to:

Office of Court Administration
ATTN: Travel Accountant
205 W. 14th Street, Suite 600
Austin, TX 78701

4. The designated staff person at OCA will complete a State of Texas travel voucher based on your Travel Expense Information form, return it to you for your signature, and then process the signed voucher for payment.

NOTE: To expedite your payment, you may complete a State of Texas travel voucher without submitting the OCA Travel Expense Information form. Please work with your appropriate committee contact person to obtain instructions for completing the State of Texas travel voucher.

If you have questions, please call OCA at (512)463-1625 and ask for the Travel Coordinator.