**Office of Court Administration**

**At a Glance - Allowable Travel Costs**

**Workgroup Committee Members and Judicial Officers**

When traveling on official state business, workgroup committee members and judicial officers are entitled to reimbursement for the following:

|  |  |  |
| --- | --- | --- |
| **Type of Expense** | **Special Provisions** | **Original Receipt Required** |
| Public Transportation, Taxi fare | None | No |
| Public Transportation, Airfare | Use state contracts, unless not available | Yes |
| Public Transportation, Rental Car | None | Yes |
| Mileage | $0.535 per mile (effective Jan. 1 – Dec. 31, 2017)  $0.54 per mile (effective Jan. 1 – Dec. 31, 2016) | No |
| Meals, Overnight Travel | **Workgroup committee members\*** may be reimbursed for **actual** meal charges up to $59 for travel to Austin, as authorized by the [GSA website](http://www.gsa.gov/portal/category/100120). \*\*  **Judicial officers** may be reimbursed for **actual** meal charges **up to** $118 (double the amount) shown on the [GSA website](http://www.gsa.gov/portal/category/100120) for travel to Austin. \*\*\*  Under Texas law, gratuities, meals for others, and alcoholic beverages may not be reimbursed. | Yes  **Receipts must be itemized.** |
| Lodging  *Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)* | **Workgroup committee members\*** may be reimbursed for **actual** lodging charges up to $141 (10/01/16 – 12/31/16) and (04/01/17 – 09/30/17) or $158 (01/01/17 – 03/31/17) for travel to Austin, as authorized by the [GSA website](http://www.gsa.gov/portal/category/100120). \*\*  **Judicial officers** may be reimbursed for **actual** lodging charges **up to** $282 (10/01/16 – 12/31/16) and (04/01/17 – 09/30/17) or $316 (01/01/17 – 03/31/17) for travel to Austin. \*\*\* | Yes  **Receipts must show the address for the lodging establishment; indicate payment paid; and show a zero balance due**. |
| Parking | None | No |
| Incidental Expenses | Hotel Taxes  Rental Car Gasoline  Toll Road Charges | Yes  Yes  Yes |

**For rates not listed above or if you any questions, please call OCA’s Finance and Operations Division at (512) 463-1625.**

**\*Workgroup committee members must have approval and a signed written agreement from OCA for reimbursement prior to travel for reimbursement.**

**\*\*In accordance with the 84th Legislature, General Appropriations Act, Art. IX, Section 5.08.**

**\*\*\*84th Legislature, General Appropriations Act, Art. IX, Section 5.06 (Reference Gov’t Code, Sec. 660.203.)**