**Office of Court Administration**

**At a Glance - Allowable Travel Costs**

**Board Members, Committee Members, Judicial Officers, and**

**the Chief Administrative Officer of a State Agency**

When traveling on official state business, OCA board members and committee members, judicial officers, and the OCA Administrative Director 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 | **Board and committee members** may be reimbursed for **actual** meal charges up to the amount allowed on [Domestic Maximum Per Diem Rates](https://www.gsa.gov/portal/content/104877) for the travel location. If the location does not appear on the GSA website, then reimbursement is actual expense up to $51 per day.  **Judicial officers and the OCA Administrative Director** may be reimbursed for **actual** meal charges **up to** double the amount shown on the GSA website for the travel location or $102 per day for in or out-of-state travel. \*\*  Under Texas law, gratuities and alcoholic beverages may not be reimbursed. | No |
| Lodging  *Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)* | **Board and committee members** may be reimbursed for **actual** lodging charges up to the amount allowed on [Domestic Maximum Per Diem Rates](https://www.gsa.gov/portal/content/104877) for the travel location. If the travel location does not appear on the GSA site, then reimbursement is actual expense up to $85 per day (in-state) or $91 per day (out-of-state). \*  **Judicial officers and the Chief Administrator of a State Agency** may be reimbursed for **actual** lodging charges **up to** $170 per day for in-state travel ($178 per day, out-of-state). \*\* | 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  No |
| Meals, Non-overnight Travel  *(aka Partial Per Diem)* | When OCA travel does not include an overnight stay, the following limits apply to meal charges:  **Board and committee members** may be reimbursed for actual meal charges up to $36 per day. \*  **Judicial officers** may be reimbursed for actual meal charges up to $72 per day. \*\*  Under Texas law, gratuities and alcoholic beverages may not be reimbursed.  **Meals reimbursed under this provision are treated as compensation for tax purposes**; therefore, reimbursement requests must be processed on a travel form, separate from other expenses for which reimbursement is requested. The appropriate withholding and social security taxes will be deducted from the reimbursement amount. | No |

**If you have any questions, please call OCA’s Finance and Operations Division at (512) 463-1625.**

**\* In accordance with the 84th Legislature, General Appropriations Act, Art. IX, Section 5.05 (effective 10/01/16).**

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