**OFFICE OF COURT ADMINISTRATION**

**Travel Request Form**

**Form should be completed in advance. Obtain approval and forward to Budget Analyst.**

|  |  |
| --- | --- |
| Employee Name:  | OCA Unit:  |
| Name of Conference/Training/Worksite:  |
| Location:  | Date(s) - from: to: |
| **Justification** for agency travel or for OCA representation at conference/training and relevance of conference/ training to employee’s job (attach agenda or other detailed information, if available): |       |
| **Travel Expenses** |
| Estimated Travel Cost:  | Registration Fee **\***: **\*** Contact your division’s RQO to have a PR entered. |
| Lodging: [ ]  Hotel [ ]  Courtesy Lodging |  |
| **Preferred Arrangements** |
| Travel Arrangements to be made by: [ ]  Self [ ]  Travel Coordinator |
| [ ]  Airline Required  | Reimbursed From: |       |
| Vendor: (If flight numbers not provided staff will obtain flight closest to time provided.) |
|  Departure From: Flight #:  Date:  Time:  [ ]  AM [ ]  PM |
|  Return To: Flight #:  Date:  Time:  [ ]  AM [ ]  PM |
| Special Instructions:       |
| [ ]  Personal Car | [ ] Rent CarReq. |  | ReimbursedFrom:  |       |
|  |  | Preferred Pick-up Location:       |
|  |  | Pickup: Date:      Time:       | [ ]  AM | Drop Off: Date:       Time:       | [ ]  AM |
|  |  |  | [ ]  PM |  | [ ]  PM |
| Other requirements (attach justification):       |  |
| **Certification:** Travel r*equested as official state business for the benefit of the Office of Court Administration. Certified as being within the scope of my job description and/or for the improvement of my job-related professional or technical knowledge.* |
| Employee Signature:  | Date:       |
| Supervisory Approval: | Date:  |
| Budget Approval: | Date: |

If you need assistance making travel arrangements, please **submit this form** at least **3 weeks prior to your scheduled departure**. Lead time allows OCA to take advantage of cost savings associated with 21 and 14 days advance booking, as well as helps staff manage their workload. OCA tries to book non-refundable fare to obtain additional cost savings. It is very important for the traveler to identify if a non-refundable flight is acceptable or not acceptable. Non-refundable flights should be used if you will not need to cancel or change your flight unless there is an emergency. Changes or cancellations cost the agency $150.00 for the change plus the cost of any additional fare.

Changes to a requested reservation for **personal reasons** will be paid by the traveler.

If a traveler has a **“bonafide business reason”** for canceling or changing travel reservations, the reason **must be documented and routed to the traveler’s supervisor for approval before the change will be made** by the Finance and Operations division.

**Airline** websites - [American Airline](http://www.aa.com), [JetBlue Airways](http://www.jetblue.com), [Southwest Airlines](http://www.southwest.com)

**Rent Car** websites - [Enterprise](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=TXOFCRT), [Avis](http://www.avis.com/car-rental/avisHome/home.ac)