Office of Court Administration

**At a Glance - Allowable Travel Costs**

**OCA Employees**

When traveling on official state business, OCA employees are entitled to reimbursement for the following:

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| **Type of Expense** | **Special Provisions** | **Original Itemized Receipt Required** |
| Public Transportation, Taxi fare | None | No |
| Public Transportation, Airfare | Use state contracts, unless not available | Yes, if not a direct bill |
| Public Transportation, Rental Car | Use state contracts, unless not available | Yes, if not a direct bill |
| Mileage | $0.545 per mile (effective 01/01/2018-08/31/2018)  $0.535 per mile (effective 09/01/2017-12/31/2017)  If traveling by personal vehicle, reimbursement may be limited to the cost of a rental car. See Personal vs. Rental Car Comparison worksheet to determine allowable reimbursement amount. | No |
| Meals, Overnight Travel  (In-State and Out-of-State) | Reimbursement is allowed 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 (eff. 09/01/17-08/31/18).  Under Texas law, gratuities and alcoholic beverages may not be reimbursed. | Yes, itemized receipts for each day for which meal expenses total greater than $17.99  (receipts are not required for meals when the daily amount is less than $18) |
| Lodging  (In-State and Out-of-State)  *Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)* | Reimbursement is allowed 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 location does not appear on the GSA website, then reimbursement is **actual** expense up to $93 per day (in-state/out-of-state, eff. 10/01/17-08/31/18).  Employees may claim less than the maximum meal rate for a duty point and use the amount of the reduction to increase the maximum lodging rate for the duty point without prior approval. | Yes  **Receipts must show the address for the lodging establishment; indicate payment paid; and show a zero balance due.** |
| Parking | None; Expense should be itemized daily on travel voucher. | No |
| Incidental Expenses | Hotel Taxes  Rental Car Gasoline  Toll Road Charges | Yes  Yes  No |
| Meals, Non-overnight Travel  *(aka Partial Per Diem)* | Under OCA's travel policy; state employees may not receive reimbursement for Meals for Non-Overnight trips. Only board members, committee members, and judicial officers are eligible for reimbursements in this category. | N/A |

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