**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 | $0.545 per mile (effective Jan. 1, 2018 – Dec. 31, 2018)  $0.535 per mile (effective Jan. 1, 2017 – Dec. 31, 2017) | 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 $93 per day (eff. 10/01/17-08/31/18).\*  **Judicial officers and the Chief Administrator of a State Agency** may be reimbursed for **actual** lodging charges **up to** $186 per day (10/01/17-08/31/18). \*\* | 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 payment is processed through the payroll system and 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 85th Legislature, General Appropriations Act, Art. IX, Section 5.05.**

**\*\* 85th Legislature, General Appropriations Act, Art. IX, Section 5.06 (Reference Gov’t Code, Sec. 660.203.)**