

**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:

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	<p>FY 2014 reimbursement rate = \$0.56 per mile (effective 1/1/2014)</p> <p>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.</p>	No
<p>Meals, Overnight Travel (In-State and Out-of-State)</p>	<p>Reimbursement is allowed for <b>actual</b> meal charges <b>up to</b> the amount allowed on <a href="https://fm.xcpa.state.tx.us/fm/travel/travelrates.php">https://fm.xcpa.state.tx.us/fm/travel/travelrates.php</a> for the travel location. If the location does not appear on the GSA site then reimbursement is <u>actual expense</u> up to \$46 per day.</p> <p>If you have questions, please call OCA Finance and Operations Division at (512) 463-1625. Under Texas law, gratuities and alcoholic beverages may not be reimbursed.</p>	<p>Yes, itemized receipts for each day for which meal expenses total greater than \$17.99</p> <p>(receipts are not required for meals when the daily amount is less than \$18)</p>
<p>Lodging (In-State and Out-of-State)</p> <p><i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i></p>	<p>Reimbursement is allowed for actual lodging charges <u>up to</u> the amount allowed on <a href="https://fm.xcpa.state.tx.us/fm/travel/travelrates.php">https://fm.xcpa.state.tx.us/fm/travel/travelrates.php</a> for the travel location. If the location does not appear on the GSA site then reimbursement is <u>actual expense</u> up to \$85 per day (in-state) or \$83 per day (out-of-state).</p> <p>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.</p> <p>If you have questions, please call OCA Finance and Operations Division at (512) 463-1625.</p>	<p>Yes</p> <p><b>Receipts must show the address for the lodging establishment; indicate payment paid; and show a zero balance due.</b></p>
Parking	None; Expense should be itemized daily on travel voucher.	No
Incidental Expenses	<p>Hotel Taxes</p> <p>Rental Car Gasoline</p> <p>Toll Road Charges</p>	<p>Yes</p> <p>Yes</p> <p>No</p>
<p>Meals, Non-overnight Travel (aka Partial Per Diem)</p>	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