

**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	FY 2014 reimbursement rate = \$0.575 per mile (effective 1/1/2015) (\$0.565 per mile (effective 9/1/2013 – 12/31/2014)) 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 https://fmx.cpa.state.tx.us/fm/travel/travelrates.php for the travel location. If the location does not appear on the GSA site then reimbursement is actual expense up to \$46 per day. 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.	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) <i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i>	Reimbursement is allowed for actual lodging charges up to the amount allowed on https://fmx.cpa.state.tx.us/fm/travel/travelrates.php for the travel location. If the location does not appear on the GSA site then reimbursement is actual expense up to \$85 per day (in-state) or \$83 per day (out-of-state). 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. If you have questions, please call OCA Finance and Operations Division at (512) 463-1625.	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