

**Office of Court Administration  
Travel Expense Reimbursement Process  
Non-State Employee Travel**

1. Complete and sign an OCA Travel Expense Information form.
2. Attach required receipts (see At A Glance document for board members)
3. Submit the completed and signed Travel Expense Information form and required receipts to:  
  
Office of Court Administration  
ATTN: Travel Coordinator  
205 W. 14<sup>th</sup> Street, Suite 600  
Austin, TX 78701
4. The designated staff person at OCA will complete a State of Texas travel voucher based on your Travel Expense Information form, return it to you for your signature, and then process the signed voucher for payment.

If you have questions, please call OCA at (512)463-1631.