

OFFICE OF COURT ADMINISTRATION

OCA Travel At-A-Glance - Board Members and Judicial Officers

When traveling on official board business, Board Members* and Judicial Officers are entitled to reimbursement for the following:

Type of Expense	Special Provisions	Receipt Requirements
Public Transportation: Taxi, Ride Share, Bus, Scooter, etc.	Use most cost-effective method; tips and wait time are not reimbursable.	Not required. Date and amount charged must be itemized on the travel voucher.
Public Transportation: Airfare	Use most cost-effective rate; early or quick check-in fees are not reimbursable.	Itemized receipt showing payment required.
Public Transportation: Rental Car	Use most cost-effective rate. Up-front add-ons (GPS, prepaid fuel, satellite radio, roadside assistance, etc.) are not reimbursable unless a bona fide business reason exists, is documented, and approved prior to travel.	Itemized receipt showing payment required.
Personal Car Mileage	\$0.67 per mile (eff. 01/01/24) \$0.655 per mile (eff. 01/01/23)	Google Maps must be used to calculate mileage between points; attach printout(s) to travel voucher.
Meals, Non-Overnight Travel	If non-overnight meal reimbursement is requested, traveler must have been in travel status for over 6 hours. Expense will be taxable income per IRS rules. Board member will need to be set up in OCA's payroll system so a Social Security number will be required to issue a W-2. This reimbursement must be submitted on a separate travel voucher from other reimbursable expenses.	The taxable reimbursement cannot exceed \$36.00. Under Texas law, reimbursement for gratuities and alcoholic beverages are not permitted.
Meals, Overnight Travel (In-State and Out-of-State)	OCA reimburses Board Members for actual meals up to the GSA reimbursement rate for that location. Domestic Maximum Per Diem Rates . Judicial Officers may be reimbursed for actual meal charges up to double the amount above. (See <i>Travel Policy</i> for definition of <i>Judicial Officers</i> .)	Not required unless otherwise stipulated by a contract or grant. Under Texas law, reimbursement for gratuities and alcoholic beverages are not permitted.
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 Domestic Maximum Per Diem Rates for the travel location. Judicial Officers may be reimbursed for actual lodging charges up to double the amount above. (See <i>Travel Policy</i> for definition of <i>Judicial Officers</i> .)	Receipts must have the lodging establishment's address; charges itemized; and indicate a zero balance due ("effective balance" or "to be settled" printed on receipt is not accepted).
Parking	Use self-parking when available; expense should be itemized daily on travel voucher.	Not required.
Incidental Expenses	Hotel Taxes Rental Car Gasoline Toll Road Charges	Receipt must be itemized. Receipt must be itemized. Not required.

*For purposes of this form board members include members of the following groups:

- Texas Judicial Council (TJC) – TX Gov't Code Sec. 71.020
- Judicial Committee on Information Technology (JCIT) (Voting members only) – TX Gov't Code Sec. 77.013
- Judicial Branch Certification Commission (JBCC), TX Gov't Code 152.057
- JBCC Advisory Boards – TX Gov't Code Sec. 152.152
- Texas Indigent Defense Commission (TIDC) – TX Gov't Code Sec. 79.019
- Texas Forensic Science Commission (TFSC) – TX Gov't Code Sec. 38.05
- Texas Commission on Judicial Selection (TCJS)
- FSC Licensing Advisory Committee – TX Gov't Code Sec. 38.04-b (g)

If you have questions, please email travel@txcourts.gov.