



OCA THIRD-PARTY REIMBURSEMENT NOTICE

Please submit to accounting@txcourts.gov prior to travel. Also please provide reimbursement form filed with third-party after travel.

Traveler: _____ Dates of Travel: _____

Destination: _____

Third-Party providing reimbursement: _____

Please select all that apply:

Third-party is reimbursing OCA directly for:

Airfare

Rental car

Lodging

Parking

Meals

Rideshare, taxi

Mileage

Third-party is reimbursing Employee directly; Employee assigns check to OCA for:

Airfare

Rental car

Lodging

Parking

Meals

Rideshare, taxi

Mileage

Third-party is reserving/arranging travel and paying costs directly for:

Airfare

Rental Car

Lodging

Parking

Meals

Rideshare, taxi

Mileage

Additional Information: _____