



## Instructions to Attorneys:

Attorneys may use this form to request reimbursement for mileage and time for reasonable and necessary out-of-county travel performed in conjunction with court-appointed representation of parents or children in CPS cases.

UPON COMPLETION, YOU SHOULD TENDER THIS FORM FOR CONSIDERATION TO THE COURT AT [CPSSubmissiondocket@traviscountytx.gov](mailto:CPSSubmissiondocket@traviscountytx.gov). PLEASE BE SURE TO INCLUDE THE NAME OF THE JUDGE WHO REGULARLY PRESIDES OVER YOUR MATTER IN THE SUBJECT LINE. **PLEASE PLAN IN ADVANCE AND ALLOW AT LEAST 5 BUSINESS DAYS BETWEEN THE DATE OF EMAIL SUBMISSION AND YOUR SCHEDULED TRAVEL.** IF YOUR TRAVEL IS APPROVED, PLEASE ATTACH YOUR APPROVED TRAVEL REQUEST TO ANY RELEVANT REQUEST FOR REIMBURSEMENT OF ATTORNEY FEES AND EXPENSES.

To ensure the prompt processing of your bills and avoid possible disapproval of your out-of-county travel time and mileage, it is appropriate to abide by the following guidelines:

- (1) When you travel to a county contiguous to Travis (i.e. Williamson), advance judicial authorization is NOT required, but your reasonable and necessary mileage IS reimbursable at allowable County reimbursement rates.
- (2) When you travel to a county that is NOT contiguous to Travis (i.e. Lubbock), you must submit a written request prior to travel for advance approval of your mileage reimbursement, explaining where you are going and why this travel is reasonable and necessary. (Before you submit this request to the submission docket, consider whether it might constitute an ex parte communication. If so, please copy all parties at the time you send it to the submission docket.) Alternatively, if you are in a hearing and know you are planning a trip to visit your client, you can request approval at the hearing. Please obtain a written court order or other proof of travel authorization in writing to attach to your fee bill. Attach proof of approval to your request for mileage reimbursement at the time you submit it. If you did not receive advance approval of travel, you must submit with your fee bill an explanation of why advance travel approval was not obtained. (Again, please consider whether this might constitute an ex parte communication and take appropriate steps to copy all parties if necessary and appropriate) A judge will review this explanation and consider your request for reimbursement under the circumstances.
- (3) Mileage is only reimbursed at the approved county rate at the time of travel. Anytime you travel within Travis County, your mileage is NOT reimbursable. Other than mileage, NO fees associated with an attorney's travel will be reimbursed unless specifically approved in writing by a Judge in advance of travel. This includes fees for use of toll roads, public transportation, plane tickets, taxi fare, car rental, hotels, meals, and other expenses.
- (4) If you are an Attorney ad Litem who is seeking travel authorization for the purpose of complying with Tex. Fam. Code. §107.004(d) or a Parent attorney who is seeking travel authorization for the purpose of complying with Tex. Fam. Code. §107.0131(a)(1)(G), please note that it is the Court's expectation that, before seeking travel authorization, you will research whether you can confer with your client, as appropriate, by telephone or video conference and will use the most efficient means possible under the circumstances to communicate with your client.