



State Office of Administrative Hearings

P.O. Box 13025, Austin, Texas 78711-3025
Phone 512.475.4993 | Fax 512.522.5263

Driver's License (ALR) Witness Fee/Mileage Calculation Sheet

This calculation sheet provides information on how to calculate the amount owed to a witness for appearance at a hearing. It is for informational purposes only and does not need to be submitted to the administrative law judge.

- The standard witness fee is \$10.00.
- Additional fees may be required depending on the distance traveled one-way by the witness to appear at the hearing.
- If the one-way distance a witness is travelling is 12.5 miles or less, no mileage reimbursement is required. The \$10 witness fee would be the only reimbursement owed to the witness.
- If the one-way distance a witness is travelling is more than 12.5 miles, mileage reimbursement is required. See below for help in calculating the total witness fees owed.
- For the current mileage reimbursement rate please reference [Texas Comptroller of Public Accounts Current Travel Reimbursement Rates](#).

Are the miles traveled one-way greater than 12.5?

A. No.

Total reimbursement is: \$10.00

B. Yes.

Total reimbursement is:

$(\text{Miles Traveled One-Way} * \text{Current Automobile Mileage Rate} * 2) + \10.00

For example, if a witness traveled 20 miles one-way in January of 2018, the calculated total reimbursement would be:

$(20 * 0.545 * 2) + 10 = \31.80