

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

P. O. BOX 12489 Austin, Texas 78711-2489
(800) 500-7074, (512) 475-2200 FAX (512) 475-1109

Internet Address: www.tdhca.texas.gov/mhd

TRAINING REQUEST AND BILLING STATEMENT

TYPE OF TRAINING REQUESTED

- ☐ *Installation Standards and Requirements* ☐ *Recording Ownership and Liens (Titling)* ☐ *Licensing or Private Licensing Education Class*

REQUESTOR'S INFORMATION

Requestor's Name:		Date of Training:	
Company Name:			
Address:		Email:	
City:		State: TX	Zip Code:
Cell Phone:		Business Phone:	
Location of Training:			

EXPENSE ITEMIZATION (to be calculated after training is conducted)	AMOUNT
Fares and Transportation:	
Taxi: \$_____ Air Fare: \$_____ Car Rental: \$_____	\$
Personal car mileage (if personal vehicle is used):	
_____ Miles @ \$0.67 per mile (Current Rate As Set by Legislature)	\$
Meals:	\$
Lodging:	\$
Parking:	\$
Other state approved travel expenses (Attach Itemized List):	\$
TOTAL:	\$

FOR AGENCY USE ONLY

Check #:	Training Conducted By:
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Please make checks payable to the **TDHCA/MHD**.
Attach your check to this statement and return to:

TDHCA/MHD
ATTN: Executive Assistant
P.O. Box 12489
Austin, TX 78711-2489