

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.state.tx.us/mh/index.htm](http://www.tdhca.state.tx.us/mh/index.htm)

**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:			

<b>EXPENSE ITEMIZATION (to be calculated after training is conducted)</b>	<b>AMOUNT</b>
<b>Fares and Transportation:</b> Taxi: \$ _____ Air Fare: \$ _____ Car Rental: \$ _____	\$
<b>Personal car mileage (if personal vehicle is used):</b> _____ Miles @ \$0.56 per mile (Current Rate As Set by Legislature)	\$
<b>Meals:</b>	\$
<b>Lodging:</b>	\$
<b>Parking:</b>	\$
<b>Other state approved travel expenses (Attach Itemized List):</b>	\$
<b>TOTAL:</b>	\$

**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**