

RECEIVED  
MAR 16 2023

**Request to Attend Conference / Meeting**

**THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.**

Individual Attending Bryce Bitner  
Name of Conference FOV-Orientation visit United States Navy  
Location of Conference San Diego  
Date(s) April 18th - April 21st 2023 Days of Week Tuesday - Friday

Are you an active member of the organization sponsoring this event?  Yes  No

Is this conference directly related to a classroom assignment?  Yes  No

Purpose of conference:

To learn the historical and technological aspects of the United States Navy and armed forces and also to discover the opportunities that the US Navy offers our students.

Number of school days absent for conference/meeting: 4  
Total number of days requested for conference/meeting: 4 (include travel time)

Estimated time of departure: 6:00am on 4/18  
Estimated time of return: 9:00pm on 4/21

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: 0  
Lodging: 0  
Meals: 0  
Registration: 0  
Other: 0  
Total Estimated Expenditures: \$0.00

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) 4  
 No

**All receipts must be itemized.  
Tips are not reimbursable.**

Submitted by: Bryce Bitner Date: 3/14/23

Recommended to Superintendent:  Yes  No  
Principal Signature: [Signature]  
Amount/%: \_\_\_\_\_  
Amount/%: \_\_\_\_\_

Recommended to School Board for Approval: [Signature]  
Superintendent Signature

Date Approved by School Board: \_\_\_\_\_

Distribution:  Original - District Office  Copy 1 - Teacher  Copy 2 - Building Office