



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Vice Mayor Magdalena
Carrasco

SUBJECT: REQUEST FOR TRAVEL

DATE: October 25, 2017

APPROVE:

DATE:

October 25, 2017

RECOMMENDATION: Authorize travel for Vice Mayor's staff, Sachin Radhakrishnan, to Annapolis, Maryland on October 31st -November 3 and place on the November 7, 2017 Council Agenda.

Authorization for: Sachin Radhakrishnan

Location: Annapolis, Maryland

Meeting Dates: October 31st-November 3, 2017

Source of Funds: Mayor/Council Travel Budget

Purpose: Sachin Radhakrishnan will be representing the City of San Jose at the Sister Cities International Fall Conference in Annapolis, Maryland.