



## Memorandum

**TO:** THE HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Councilmember Lan Diep

**SUBJECT:** AUTHORIZE TRAVEL TO  
WASHINGTON, DC

**DATE:** October 30, 2017

Approved

Date

10/30/17

### RECOMMENDATION:

1. Authorize domestic travel for Councilmember Lan Diep to Washington, DC from November 16–17, 2017;
2. Approve the receipt of gifts of air travel, ground travel, hotel, and meals received in an official capacity as a representative of the City in accordance with San José Municipal Code Section 12.08.040(c); and
3. Authorize the use of District 4 funds for incidental expenses related to official travel.

Authorization for: Councilmember Lan Diep

Location: Washington, DC

Travel Dates: November 16–17, 2017

Source of Funds: New American Leaders Project, a 501(c)(3) non-profit organization  
District 4 Office Budget

Purpose: Councilmember Diep will attend a leadership training for minority elected officials organized by the New American Leaders Project, a 501(c)(3) non-profit organization under the Internal Revenue Code.