



# Memorandum

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

**FROM: Councilmember Lan Diep**

**SUBJECT: RETROACTIVE REQUEST FOR  
TRAVEL & EXCUSED ABSENCES**

**DATE: October 30, 2017**

Approved

Date

10/30/17

## RECOMMENDATION:

1. Retroactively authorize domestic travel for Councilmember Lan Diep to Washington, DC from November 1–3, 2017;
2. Retroactively authorize excused absences for Councilmember Diep from the November 2, 2017 Smart Cities and Service Improvements Committee;
3. Retroactively 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
4. Retroactively 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 1–3, 2017

Source of Funds: Equal Justice Works, a 501(c)(3) non-profit organization  
District 4 Office Budget

Purpose: Councilmember Diep will be on two panels at Equal Justice Works annual Leadership Development Training for their class of 225 legal fellows. He will discuss the career path of public interest law to elected office and how to use digital channels and traditional media to build awareness. Additionally, he will meet with Equal Justice Works representatives about bringing a legal fellow to San José. Equal Justice Works is a 501(c)(3) non-profit organization under the Internal Revenue Code.