



Memorandum

TO: THE HONORABLE MAYOR &
CITY COUNCIL

FROM: Councilmember Lan Diep

SUBJECT: AUTHORIZE TRAVEL TO
WASHINGTON, DC

DATE: October 23, 2018

Approved

Date

10/23/18

RECOMMENDATION:

1. Authorize domestic travel for Councilmember Lan Diep to Washington, DC from December 6–8, 2018;
2. Excuse Councilmember Diep from the December 6th meeting of the Smart Cities & Services Improvements Committee; 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: December 6-8, 2018

Source of Funds: Air travel & hotel: New American Leaders, a 501(c)(3) non-profit organization (Fiscally sponsored by The Fund for the City of New York)

Ground travel: District 4 Office Budget

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