



CITY OF OAKLAND

MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Councilmember Janani Ramachandran

DATE: Oct 9.2025

SUBJECT: Retroactive Reimbursement for Councilmember Janani Ramachandran –
Federal Advocacy Travel

SUMMARY

This memorandum accompanies a resolution authorizing retroactive reimbursement for Councilmember Janani Ramachandran from the City Council Contingency Fund for travel to Washington, D.C. from September 15–19, 2025, for federal advocacy on behalf of the City of Oakland.

The purpose of this action is to formally approve reimbursement of eligible travel expenses incurred while representing the City in meetings with federal agencies and elected officials to advance Oakland's legislative and funding priorities.

Reimbursement will follow General Services Administration (GSA) per diem and travel expense limits and be processed in accordance with City financial policies.

BACKGROUND

Councilmember Ramachandran traveled to Washington, D.C., to engage with federal partners and advocate for resources and policy support benefiting the City of Oakland. The travel was conducted in furtherance of the City's adopted legislative priorities and consistent with City policy supporting Councilmember participation in intergovernmental advocacy.

Due to administrative timing, retroactive authorization is required to process reimbursement of expenses.

FISCAL IMPACT

Funding is available in the City Council Contingency Fund.

Reimbursement shall not exceed the applicable GSA per diem and travel expense limits in effect during the travel period.

RECOMMENDATION

Adopt the accompanying Resolution Authorizing Retroactive Reimbursement for Councilmember Janani Ramachandran from the City Council Contingency Fund for travel to Washington, D.C., for federal advocacy from September 15–19, 2025

Prepared by: Iris Merriouns
Chief of Staff
