1. **Agency Name**
   City of San Jose

   **Division, Department, or Region (if applicable):**
   City Manager's Office of Economic Development

2. **Agency Contact**
   Kim Walesh, Deputy City Manager/Office of Econ. Dev. Director

3. **Donor Name and Address**
   - **Name:** Knight Foundation
   - **Address:** 200 S. Biscayne Blvd. Miami FL 33131

   Knight Foundation focuses & promotes projects that create improvements in communities

4. **Payment Information**
   - **3.1 (a) Travel Payment**
     - **Location:** Copenhagen, Denmark
     - **Dates:** 9/30/16 - 10/6/16
     - **Transportation Provider:**
       - British Airways
     - **Lodging Expenses:** $3,720.00
     - **Meal Expenses:** $1,500.00
     - **Transportation Expenses:** $3,400.00
     - **Other Expenses:** $600.00
     - **Total Expenses:** $9,220.00

   - **3.1 (b) Payment(s) not related to travel:**
     - **Dates:**
     - **Total Expenses:**

5. **Verification**
   - **Signature:**
   - **Print Name:** City Manager
   - **Title:**

   **Comment:**
   (Use this space or an attachment for any additional information)