



EXTRACT of Minutes of the regular meeting of the Council of the Town of Hudson held at the Community Centre on October 1st, 2013 during which the following by-law was adopted:

BY-LAW N° 635

Establishing the reimbursement of fees by Council and management employees for travel and meal expenses

WHEREAS the Town of Hudson wishes to regulate the reimbursement of fees by Council and Management Employees for travel and meal expenses;

WHEREAS such a by-law is provided for at Chapter T-11.001 of the *Loi sur le Traitement des Élus*, L.R.Q.;

WHEREAS a notice of motion for this by-law has been given at the special meeting held on September 24, 2013;

THEREFORE, it is **moved** by Councillor Jacques Nadeau, **seconded** by Councillor Madeleine Hodgson and unanimously resolved that the following be statued and decreed, subject to any other required approval by law:

That this by-law be adopted and that it be decreed and statued as follows:

Article 1: Application

This by-law applies to expenses that members of Council and Municipal Management Employees are required to incur for work related responsibilities and on behalf of the Town;

Article 2: Meal Expenses

The following maximum rates are in force for reimbursement, upon presentation of supporting documents (receipts), for meal expenses:

- a) Breakfast: \$15.00 (taxes and tips included)
- b) Lunch: \$20.00 (taxes and tips included)
- c) Dinner: \$40.00 (taxes and tips included)

Under no circumstances should meal expenses contain amounts for alcoholic beverages.

Article 3: Mileage:

The following maximum rates are in force for the reimbursement of travel expenses for a personal vehicle:

- a) 0.54\$ per kilometer

Calculation of distances travelled begins at the point of departure and finishes at the point of arrival, that is the actual distance travelled.

When several Council members or management employees or a combination of both must travel to a same location, the claimant who accepts to transport one or more Council member or management employee in his vehicle, can add 0.10\$/km to his claim in addition to the 0.54\$/km.

Article 4: Overnight accommodation:

The Town will reimburse the real amount of the expense for anyone who needs to stay overnight in a public accommodation.

Anyone who decides to sleep at a parent's or friend's home instead of using public accommodation can claim a lump sum payment of \$50.00 in terms of compensation.

Article 5: Method of reimbursement

The claimant shall submit his meal and travel expenses which he has signed, by using the claim form made available by the Town, which is accompanied by his original invoices.



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Adopted on 13/10/01– Published on 13/10/09

Article 6: Authorisation

Before payment can be made, the Director General shall have her expense account signed by the Mayor; the Mayor, Councillors and management personnel shall have their expense accounts authorised by the Director General.

Article 7: Coming into force

This by-law shall come into force according to the law and after having received the required approvals, as the case may be.

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CARRIED

*Diane Piacente,
Mayor*

*Vincent Maranda,
Town Clerk*

Hudson this 1st day of October two thousand thirteen