PORTLAND PUBLIC SCHOOLS
HUMAN RESOURCES
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PPS Senior Leadership Mileage Stipend Program

Classification & Compensation and Benefits

Given the significant travel demands required of our Senior Leadership, a monthly mileage stipend program is available to cover business mileage expenses while in performance of PPS duties.

It is expected that all PPS Senior Leadership listed in the program as eligible are:

- Required to travel to multiple sites other than their home office location; and
- Conduct business travel using the senior leader's personal vehicle.

Eligible Positions

All PPS Senior Leadership positions listed below are eligible and automatically set up to receive the senior leadership mileage stipend:

- Senior Leadership level -salary levels 100/150/200 (this does not include licensed Academic Program Administrators, Academic Program Assistant Directors or Academic Program Directors)

Note: the superintendent's mileage stipend is negotiated as part of their employment contract with the PPS Board of Education.

Mileage Stipend Amount

The monthly stipend amount is currently set at $180 for salary level 200 and $80 for salary levels 100 and 150. This stipend is based on the current IRS reimbursement rate and the miles a senior leadership level employee is expected to drive. No mileage verification is required. The mileage stipend will be prorated according to FTE and stopped while an employee is on a leave of absence.

Payment Frequency

Stipends will be paid in twelve (12) equal monthly amounts and are included in the senior leadership level employee's paycheck. All stipends are taxed according to IRS rules and regulations.

Mileage Stipend Budgeting

The senior leadership mileage stipend is paid from each senior leadership employee's department budget.

Opting Out

It is possible for a senior leadership employee to opt out of receiving the stipend and instead submit mileage through PPS Accounting for direct reimbursement. If the senior leader chooses to opt out, they must contact the PPS Benefits Team at benefits@pps.net.

Ineligible Positions

- PAT/PFSP/ATU/DCU/SEIU Employees
- Licensed School Administrators - Principal/VP/AP (special programs)*
- Non-Represented*
- Temporary Employees
- Limited Terms
- Substitutes

*please refer to the mileage stipend program details for these specific groups

Employees receiving a mileage stipend may NOT apply for direct reimbursement for mileage through PPS Accounting.