PORTLAND PUBLIC SCHOOLS
HUMAN RESOURCES
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PPS Licensed School Administrators Mileage Stipend Program

Classification & Compensation and Benefits

Given the significant travel demands required of PPS licensed school administrators, a monthly mileage stipend program is available to cover business miles incurred while the licensed school administrator is performing PPS duties.

Eligible Positions

All licensed school administrators listed below are eligible and automatically set up to receive the licensed school administrator stipend:

- Principal*
- Vice Principal*
- Assistant Principal*

*includes "special programs"

It is expected that all licensed school administrators are:

- Required to frequently travel to multiple sites other than their school or home office location, and
- Travel is conducted using the school administrator's personal vehicle.

Mileage Stipend Amount

The monthly mileage stipend amount is currently set at $80 per month and is based on the current IRS reimbursement rate and expected miles driven by a school administrator. 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 are paid in twelve (12) equal monthly amounts and are included in the school administrator's monthly paycheck. All stipends are taxed according to IRS rules and regulations.

Mileage Stipend Budgeting

PPS school administrator mileage is paid from a separate chartfield budgeted by the district for that purpose only. It is NOT paid from the school administrator's school or department budget.

Opting Out

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

Ineligible Positions

- PAT/PFSP/ATU/DCU/SEIU Employees
- Senior Leadership Level, including salary levels 100/150/200*
- Non-Represented Employees*
- 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.