

PPS Licensed School Administrator Mileage Stipend Program Information

October 1, 2015

Given the significant travel demands required of PPS license school administrators, a monthly mileage stipend program has been developed 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

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.

Ineligible Positions

- PAT/PFSP/ATU/DCU/SEIU Employees
- Senior Leadership Level, including salary levels 100/200*
- Non-Represented Employees*
- Temporary Employees
- Limited Terms
- Substitutes

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

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 Director at tburton@pps.net to find out how to do this.

Please keep in mind that employees receiving a mileage stipend may not apply for direct reimbursement mileage through PPS Accounting.