

# **PPS Senior Leadership Mileage Program Information**

## **October 1, 2015**

Given the significant travel demands required of our Senior Leadership, a monthly mileage stipend program has been developed 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;
- 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:

- PPS Superintendent
- Senior Leadership level, including salary levels 100/200

### **Mileage Stipend Amount**

The monthly stipend amount is currently set at \$180. 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 Director at [tburton@pps.net](mailto:tburton@pps.net) to find out how to do this.

### **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

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