CASE Program
Mileage Stipend

The mileage stipend is a reimbursement for mileage made to a CASE student (or family member if student is not old enough to drive) in order for the CASE student to attend CASE sponsored events. This can include the CIS 100 class.

The purpose of this stipend is to allow CASE students to attend CASE sponsored events who would otherwise be unable to attend due to economic barriers. Students will express their financial need as a barrier through a statement of need. This statement of need will specifically address why the student could not attend CASE sponsored events without assistance from the mileage stipend.

Procedures
- The CASE student will attain a CASE Transportation Stipend Application.
- Once the application is completed and turned in to a CASE staff member then the CASE student will receive a mileage tracking sheet
- The CASE student should then track their mileage to and from CASE events with the tracking sheet
- The mileage tracking sheet must be turned in to a CASE staff member on a monthly basis. If it is not turned in on a monthly basis then the CASE Program cannot guarantee reimbursement.
- Once the mileage tracking sheet is turned in then the reimbursement process will begin.
- It may take up to 2 weeks for the CASE student to receive their CASE Transportation Stipend. It will be mailed to the address that is currently active for that student at Portland Community College.

Policies
- Drivers must completely fill out a mileage tracking sheet
- Mileage documented on the tracking sheet must be within a reasonable range. CASE staff have the ability at any time to adjust the mileage distance as they see fit.
- The reimbursement will be based on a per mile amount
- The per mile amount will be consistent with the PCC per mile reimbursement amount. Currently, that rate is $0.36 per mile
- The maximum amount a CASE student can receive from Transportation Reimbursement is $1000.00 per academic year
- The CASE Program reserves the right to terminate the mileage stipend at any time if the responsibilities of the CASE student are not upheld