

Pearl Public School District

Individual Meal Allowance Reimbursement Worksheet

(Please print and attach to professional leave forms.)

Meals	In-State Meals			Out-of-State Meals <small>(Visit https://www.gsa.gov/travel/plan-book/per-diem-rates to locate total Meals & Incidentals)</small>			
	Allowed	Meals claimed	Claimed	Percentages	Allowed	Meals claimed	Claimed
Breakfast							
Lunch							
Dinner							
Total Meals							

Incidentals and other expenses are claimed on the Professional Leave Form.

The Maximum Daily Reimbursement Rates are located at <https://www.dfa.ms.gov/meal-reimbursement>.

Maximum Daily Reimbursement Rates for meals October 1, 2023 - September 30, 2024 The maximum state reimbursement rate for meals and incidentals are \$59/day unless traveling to a high-cost area. Incidentals are reimbursed using the professional development form. Meals are calculated at \$54.00/day with the following exceptions:

Starkville - \$64 (M&IE)
\$59 (Meals)

Oxford - \$64 (M&IE)
\$59 (Meals)

Out-of-State Meals
(Click here) Enter State and City
Click Find Rates - Scroll down to locate
M&IE (Meals and Incidentals) in the Total
Line under Out -of-State Meals. Enter
M&IE for the appropriate location in the
chart above.

In-State Meals

Enter Meal Prices based on the following :

	\$54.00		\$59.00
	(\$59.00 M&IE)		(\$64.00 M&IE)
Breakfast	\$13.00	Breakfast	\$14.00
Lunch	\$15.00	Lunch	\$16.00
Dinner	\$26.00	Dinner	\$29.00