

Pearl Public School District

Individual Meal Allowance Reimbursement Worksheet

(Please print and attach to professional leave forms.)

In-State Meals				Out-of-State Meals Enter totals for each mean from https://www.dfa.ms.gov/meal-reimbursement .		
Meals	Allowed	Meals Claimed	Claimed	Allowed	Meals Claimed	Claimed
Breakfast						
Lunch						
Dinner						
Total Meals						

Total Meals = Total for daily meals (excluding incidentals).

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, 2024 - September 30, 2025 The maximum state reimbursement rate for meals and incidentals is \$68/day. Incidentals are reimbursed using the professional development form. Meals are calculated at \$63.00/day.

In-State Meals

Enter the amount for each meal in the **Allowed** under **In-State Meals** according to the information below. Then, enter the number of each meal in the **Meals Claimed** column under **In-State Meals**.

Meals	\$ 63.00
(Meals & Incidentals	\$ 68.00)
Breakfast	\$ 16.00
Lunch	\$ 19.00
Dinner	\$ 28.00

Out-of-State Meals

Click here - Select State, Type City, Click **Find Rates**—Scroll down to locate M&IE (Meals and Incidentals).

Enter the amount for each meal in the **Allowed** column under **Out-of-State Meals**. Then, enter the number of each meal in the **Meals Claimed** column under **Out-of-State Meals**.