

# Department of Finance and Administration

## OFFICE OF FISCAL MANAGEMENT

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### MEMORANDUM

**TO:** John Storey  
**FROM:** Laketta Steel  
**DATE:** April 17, 2024  
**SUBJECT:** Dates for Travel Pay for May

### SPAHRs Travel for (May) 2024

**NOTE:** The Pay Period Start Date is the actual Due Date for processing travel. Agencies need to process their final travel run by C.O.B. on the Pay Period Start Date in order to receive warrants/EFTS on the Pay Date.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	NOTES
T1	05-06-2024	05-02-2024	05-06-2024	
T2	05-09-2024	05-07-2024	05-09-2024	
T3	05-13-2024	05-09-2024	05-13-2024	
T4	05-16-2024	05-14-2024	05-16-2024	
T5	05-20-2024	05-16-2024	05-20-2024	
T6	05-23-2024	05-21-2024	05-23-2024	
T7	05-28-2024	05-23-2024	05-28-2024	<b>HOLIDAY 05/27/2024</b>
T8	05-30-2024	05-28-2024	05-30-2024	
T9	06-03-2024	05-30-2024	06-03-2024	