

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: July 15, 2025
SUBJECT: Dates for Travel Pay for August

SPAHS Travel for (August) 2025

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	08-07-2025	08-05-2025	08-07-2025	
T2	08-11-2025	08-07-2025	08-11-2025	
T3	08-14-2025	08-12-2025	08-14-2025	
T4	08-18-2025	08-14-2025	08-18-2025	
T5	08-21-2025	08-19-2025	08-21-2025	
T6	08-25-2025	08-21-2025	08-25-2025	
T7	08-28-2025	08-26-2025	08-28-2025	
T8	09-02-2025	08-28-2025	09-02-2025	Holiday 9/1/2025