

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: November 17, 2025
SUBJECT: Dates for Travel Pay for December

SPAHRS Travel for (December) 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 |
|-----------|---------------------------|--------------------------------|------------|---------------------------------|
| T6 | 12-01-2025 | 11-25-2025 | 12-01-2025 | HOLIDAY 11/27/2025 & 11/28/2025 |
| T1 | 12-04-2025 | 12-02-2025 | 12-04-2025 | |
| T2 | 12-08-2025 | 12-04-2025 | 12-08-2025 | |
| T3 | 12-11-2025 | 12-09-2025 | 12-11-2025 | |
| T4 | 12-15-2025 | 12-11-2025 | 12-15-2025 | |
| T5 | 12-18-2025 | 12-16-2025 | 12-18-2025 | |
| T6 | 12-22-2025 | 12-18-2025 | 12-22-2025 | HOLIDAY 12/25/2025 & 12/26/2025 |
| T7 | 12-29-2025 | 12-23-2025 | 12-29-2025 | |
| T8 | 01-05-2026 | 12-30-2025 | 01-05-2026 | |