

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: June 12, 2025
SUBJECT: Dates for Travel Pay for July

SPAHRs Travel for (July) 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	07-10-2025	07-08-2025	07-10-2025	HOLIDAY 07/04/2025
T2	07-14-2025	07-10-2025	07-14-2025	
T3	07-17-2025	07-15-2025	07-17-2025	
T4	07-21-2025	07-17-2025	07-21-2025	
T5	07-24-2025	07-22-2025	07-24-2025	
T6	07-28-2025	07-24-2025	07-28-2025	
T7	07-31-2025	07-29-2025	07-31-2025	