

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
FROM: Laketta Steel
DATE: October 16, 2025
SUBJECT: Dates for Travel Pay for November

SPAHRs Travel for (November) 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
T9	11-03-2025	10-30-2025	11-03-2025	
T1	11-06-2025	11-04-2025	11-06-2025	
T2	11-10-2025	11-06-2025	11-10-2025	HOLIDAY 11/11/2025
T3	11-17-2025	11-13-2025	11-17-2025	
T4	11-20-2025	11-18-2025	11-20-2025	
T5	11-24-2025	11-20-2025	11-24-2025	
T6	12-01-2025	11-25-2025	12-01-2025	HOLIDAY 11/27/2025 & 11/28/2025