

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

701 Woolfolk Building, Suite B, Jackson MS 39201

Phone: (601) 359-3538 • Fax: (601) 359-5525

MEMORANDUM

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

SPAHRs Travel for (October) 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	10-06-2025	10-02-2025	10-06-2025	
T2	10-09-2025	10-07-2025	10-09-2025	
T3	10-13-2025	10-09-2025	10-13-2025	
T4	10-16-2025	10-14-2025	10-16-2025	
T5	10-20-2025	10-16-2025	10-20-2025	
T6	10-23-2025	10-21-2025	10-23-2025	
T7	10-27-2025	10-23-2025	10-27-2025	
T8	10-30-2025	10-28-2025	10-30-2025	
T9	11-03-2025	10-30-2025	11-03-2025	