

In-State Travel Process AFNS Tips

While keying the In-State Travel (object code 0300) payment voucher in AFNS, please keep in mind the following:

- Once the In-State Travel payment voucher is entered/processed in AFNS, the payment voucher will integrate to CAS during the normal nightly cycle process. Please keep in mind that if the CAS OWLK/BRWK tables have **not** been updated with the appropriate coding (Balance Sheet 2098, object/sub-object 0300/49 {Employee Subsistence, Not Overnight, Out-of-State} & 0300/50 {Nonemployee Subsistence, Not Overnight, Out-of-State}), the In-State Travel payment voucher will **not** integrate to CAS.
- 0300/09 & 0300/49 should only be used with *employee* vendors.
- 0300/10 & 0300/50 should only be used with *non-employee* vendors.
- All agency In-State Travel payment vouchers will need to be sent to CAS in the **same** batch – but separately from other payment vouchers being sent to CAS (such as utility bills, etc). In order to do this, please use the same check category for these type of vouchers. Valid check categories can be found on the AFNS CCAT table.
- If an In-State Travel payment voucher (after integrating to CAS) is green slipped (example incorrect sub-object code), please modify the payment voucher in AFNS & remove the “H” from the AFNS SCHD table ‘Hold Ind’ field. Doing this will allow the payment voucher (once modified) to integrate back to CAS & print a new payment voucher document to be sent to CAS.

Below is the contact information for AFNS, GHRS, & the CAS Travel Hotline:

For **AFNS** assistance contact the AFNS Hotline at (334) 242-2686 or via email at Hotline.AFNS@Finance.alabama.gov.

For **GHRS** assistance contact the GHRS Hotline at (334) 242-2188.

For **CAS** assistance contact the Travel Hotline at (334) 242-4859.