**ESC AP Travel Reclassification Guidance:**

The bulk reclassification process is offered to provide ease of operation for our customers. It allows the agency to submit a large volume of invoices in need of reclassification, versus submission by line item. The ESC Travel Team wants to ensure that we get the reclassification correct the first time we process it, your assistance will be greatly appreciated.

***Bulk Reclassification Definition:***

A bulk reclassification is defined as a request to reclassify a large volume of invoices to the same fund/project element, usually due to change in the funding source.

***Scope:***

A bulk reclassification request (exceeds 48 lines) is due to unusual circumstances that either warrants or directs the reclassification of funding.  Allowing reclassifications to accrue and not processing reclassifications in a timely manner (daily/weekly is preferred) is not a reason to submit a bulk reclassification.  Based on the definition provided, the ESC Travel Section will question the bulk reclassification submission to determine if it will be processed or rejected.

***Details:***

The agencies responsibility is to determine if it will be a bulk reclassification per definition and if the reclassification will exceed 48 lines. If it is determined to be a bulk reclassification, the agency should conduct the proper research and format the bulk submission in the exact format provided by ESC Travel. It’s acceptable to submit a bulk reclassification using an excel spreadsheet. The agency should perform the necessary research to confirm use of correct LOAs and fund availability prior to submission. Any spreadsheets submitted for reclassification with unclear information/data as to what should be reclassified will be returned to the agency for further research. The onus to research and provide correct data to ESC Travel for bulk reclassifications belongs to the agency.

***Steps:***

1. Use definition provided to determine if the reclassification submission will be a bulk reclassification.
2. Conduct research to ensure expenses/LOAs are correct and ensure funding is available.
3. Format a single excel spreadsheet indicating the expenses you want to move and the LOA you want these expenses moved to.
4. Contact CSC for a single remedy incident.
5. Email bulk reclassification approval request to [9-AMC-AMZ-Travel@faa.gov](mailto:9-AMC-AMZ-Travel@faa.gov).  Indicate “Bulk Reclassification” and remedy incident number in the subject line.
6. If approved, forward approval to CSC to be attached to incident and for processing by ESC Travel.
7. If rejected, contact CSC to open new incidents for every group of 12 invoices.

The bulk reclassification guidance is effective 1 November 2018. Your cooperation and adherence to this policy/procedures will enable us to better serve you, our customer with maintaining accurate funds accountability.

If you have any questions or need further guidance regarding the Bulk Reclassification process for travel documents, please email [9-AMC-AMZ-Travel@faa.gov](mailto:9-AMC-AMZ-Travel@faa.gov)

Thank you