



5.2 Utilize Standard Travel Object Classes

Utilize standard travel object classes to the second level (Fourth Digit). This original recommendation has been expanded to standardize **all** object classes used in the department to the eighth digit. The standardized object class listings are available at <http://www.osec.doc.gov/ofm/whatsnew.htm>.

Procedures for adding or deleting standard object classes or updating the definitions of standard object classes are in the DOC Standardized Object Classes Definition Document posted at the above website, and listed below for convenience.

PROCEDURES FOR CHANGING/ADDING STANDARDIZED OBJECT CLASSES

Bureaus must submit a formal request for adding or changing any of the standardized object classes (OMB and Non OMB). The formal request must include:

1. Old object class number (if applicable)
2. Proposed new number
3. Definition
4. Reason for change (if applicable)
5. Usage
6. Category (OMB / Non OMB)
7. Internal Bureau review and signature approval from Bureau Budget Office.

The formal request must come to Office of Financial Management (OFM)/CBS Solutions Center (CSC) for review and comment. If needed, OFM/CSC will forward the request to the AP-BPR Object Class working group for review and approval.

If no changes to the formal request are needed the request will be forwarded to Office of Executive Budget (OEB) and Office of Financial Policy and Assistance (OFPA) for approval. If changes are needed, the request will be returned to submitter for revision. Revisions will need to go through the approval process again.

If OFPA approves the request, the submitter will be notified of the approval, and the changes will be posted on the OFM Policy Handbook Website.

If the request is denied at any stage of the process, the submitter will be notified with the reason given for the denial.

Examples

Example: (Not Applicable)

Sources

1. **Source:** AP BPR Recommendation 4.6.8 Examining Data Elements: Standard Transaction Codes and Object Classes
Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)



Standard Accounts Payable Business Rules

Version: 2.5

Publication Date: August 28, 2007

- 2. Source:** AP BPR Phase II Recommendation 2.30.1.1 Standard Travel Object Class Codes
Document ID: Department of Commerce AP BPR Phase II Results Documentation
(AP_BPR_Results_Final_v1.5.doc)
Publication Date: April 30, 2008
- 3. Source:** AP BPR 4.30.2.1 Standard Travel Object Class Codes
Document ID: AP BPR Implementation Status as of 09-13-10.xls
Publication Date: September 13, 2010