

## Travel Agency Authorization Form (TAAF)

The [Travel Agency Authorization Form](#) (TAAF) pertains to **Individual Airfare Only**.

### Procedures

- The traveler calls the travel agency to make a reservation.
- The traveler completes the TAAF.
- The TAAF is submitted to the traveler's department chair/head for approval.
- The traveler then emails the approved TAAF to both the designated travel agency and Baylor's Accounts Payable Office at [Accounts\\_Payable@baylor.edu](mailto:Accounts_Payable@baylor.edu).  
**Note:** A "Form ID" number will be generated for each TAAF which will be used to reference charges for the ticket.
- The travel agency will then email the itinerary/invoice to both the traveler and Baylor's Accounts Payable Office.

### Change Order Procedures

- For additional charges related to changes in ticketing, the traveler should complete another TAAF.
- Include the amount of the additional charge as "Total Price".
- In the "Comments" section, reference the "Form ID" number that relates to the original ticket and provide reason for the change.
- After completing the TAAF and obtaining approval from traveler's department chair/head, the approved TAAF is emailed to both the designated travel agency and Baylor's Accounts Payable Office at [Accounts\\_Payable@baylor.edu](mailto:Accounts_Payable@baylor.edu).
- The travel agency will then email the itinerary/invoice to both the traveler and Baylor's Accounts Payable Office.