

## **UNM Special Audit Athletic Department 2017 – UNM Athletics Booster Club Process Narrative**

**Purpose:** To document process of the various UNM Athletics Booster Clubs fundraising and pledge collection process, thru the Titan Donor system, to Lobo Club QuickBooks, and finally to the UNM Accounting System.

**Person Interviewed on July 20, 2017**

1. Valerie Arbogast(VA)-Financial Coordinator-Lobo Club (at UNM Athletics Office at 8:30AM)
2. Yvonne Otts(YO)-Financial Analyst-Athletics Business Office (At her office at 1PM)

### **Context**

*The OSA queried VA and she stated there are no written policies, procedures, contracts, MOUs, or any other formal document that covers the procedures and context noted below. The OSA also examined all known UNM Accounting, Lobo Club, and Foundation websites for information and none was found. The various booster clubs, also known as revenue enhancement, fall under the purview and responsibility of the Lobo Club for accounting and administration, and as such, are governed by the MOU between the Lobo Club and the Foundation and University at wp M-1.2. This memo was created purely from discussions with VA. The only corroboration the OSA has is our walkthrough of these transactions on VA's computer. The OSA did obtain hardcopies of the Titan reports produced and used as corroborative evidence, and we have GL detail from 2015 thru 2017 to see the Lobo Club entries. See wp 110.02 for discussion of the process for suite and club seat sales, as the journal entries and processes are very similar and occur at the same time at the end of each month. See memo at M-1 for suite sales, as the process and timing are very similar.*

### **Process**

Per VA, there are multiple booster clubs with individual unique names and all serving the same purpose which is to raise additional funds for their individual sport they are supporting. In the accounting policies, donor/pledge systems, and accounting systems they are sometimes collectively called "revenue enhancement" entities. Examples:

-Men's Basketball-"6<sup>th</sup> Man Club"

-Baseball-"Dugout Club"

Women's Basketball-"3 Point Club"

Football-"1<sup>st</sup> Team"

Ski Team-"Black Diamond Club"

Women's Tennis-"Ad In Club"

There are other clubs for other sports as well.

Per VA, each head coach is responsible for raising money for their respective team. It is their discretion as to how to utilize these clubs. Per VA, they employ a variety of techniques to solicit donations and contributions to their individual sports to include one on one meetings with the coaches, barbeques, raffles, luncheons, student athlete fundraising initiatives, etc. After a successful solicitation and donation/pledge commitment, the head coach will have a cash, check, or credit card information in hand and then deliver to Lobo Club Financial Coordinator (VA).

There are three different "Gift Sport Enhancement Fund" forms. One for cash, one for check, and one for credit card. The coach will bring the appropriate "Gift Enhancement Fund" form and either the cash, check or credit card information to VA for processing. VA will enter the gift/donation into the Titan donor/pledge system and deposit the check in the Lobo Club general operating bank account. At this point VA journalizes the following entry in Lobo Club QuickBooks each time a coach delivers the gift money:

DR: GL 1050 US Bank (Lobo Club General Operating Account)

CR: GL 2267 Due to UNM Restricted Donations

At the end of the month, VA pulls a download of the month's various booster clubs contributions from the Titan system and totals the monthly amount. VA then performs the following journal entry in the QuickBooks system:

DR: GL 1065 UNM Agency Account

CR: 1050 US Bank

DR: GL 2267 Due to UNM Restricted Donations

CR: GL 1065 US Bank

VA then writes a check to UNM for the monthly total to reflect the amounts in the JE above to complete the process for the month. This check is hand delivered to Yvonne Otts (VA and YO are housed in the same Athletics Building).

Yvonne Otts (UNM Athletics employee, not Lobo Club) prepares a check listing of all checks/cash/credit card received that month and the booster club deposit is given a GL code on the check listing of 925168-1000 to the Bursars Office for deposit and reconciliation to Banner (VA has entered into Banner by this point). This entry is done gross at the bursar's office.

*Per AM, the Bursars office deposits all checks into the UNM main operating account at US Bank. It is at this point that Lobo Fund money becomes comingled with other university money.*

Lastly, VA will enter the UNM Banner System, which is the UNM Accounting system (not Lobo Club) and prepares the following entry to allocate the booster funds to their various

sports(remember the bursar's office entry was gross and further allocation has to be completed, via JEs, to allocate and restrict the funds raised by each sport):

DR: Index 925168 Lobo Club Agency Account/GL 1000-Gift

CR: *Index for each individual sport (varies)*/GL 1000-Gift

This process is completed on a monthly basis.

There are no collection processes, as the coaches are required to have the transaction consummated, to include money collection, when delivered to Lobo Club. This is a large risk in that if the coach or his designee receives cash and decides to keep it, there are no controls to stop this from occurring.

**Conclusion:** The process generally follows the word of mouth procedures described to us and witnessed on walkthroughs on Valerie Arbogast's computer(the above process explains our walkthrough).

**Recommendation:** OSA recommends developing a formal policy, in writing, for this process. Currently, there is no formal written process. We also recommend that the coach not have custody of any booster club funds. Our suggested procedure will be to turn in the pledge sheets and have another independent party/person collect the donations. We also recommend that UNM Athletics no longer have the ability to enter Banner and allocate to the different sports indexes. This is the same recommendation for the suite sales. See recommendation # 6 at wp M-1.

# Reimbursement Testwork

KC/10Jul17

401-1.05

Per wp 401-3, if UNM employees are unable to use the PO or Pcard system, they are allowed to use personal money for valid UNM business purposes. These types of purchases are already pre-determined by the Purchasing Department and the list of pre approved transactions is located at wp 401-3, pg 22. If purchase is less than \$100, they can be reimbursed thru petty cash at the department level. If above \$100 and below \$1000 (which is the upper limit for purchases with personal money), the employee must fill out a Direct Pay Request form for reimbursement thru UNM Accounting and comply with policies located at wp 401-3. The following attributes capture the basic requirements for reimbursed expenses.

## Attributes

- A Amount agrees to supporting documentation (ie., purchase order/requisition, DPEZ, vendor invoice or statement, canceled check, etc.)
- B Purchase/reimbursement was properly approved by Athletics if below \$100, and UNM AP if above \$100 but below \$1000 (for goods only, services can exceed \$1000)
- C Purchase/reimbursement is for an allowable item and/or a valid business purpose. (Per wp 401-3, pg 22 they are: Conferences, memberships, books, periodicals, travel reimbursement, printed materials, and
- D GRT was properly excluded or included based on the nature of the purchase. Generally, no tax is paid on tangible goods, but will be paid for services. See wp 401-3 for details.
- E Purchases were allocated to the correct expense account (based on supporting documents-we are searching for improper or "hidden" purchases as well).
- F Did Athletic Department correctly enter into Banner a DPEZ form (Direct Pay Invoice) and did UNM Accounting review and approve. This is indication that UNM Accounting reviewed the reimbursement request for allow ability, authorization, and dollar amounts.
- G This is a special investigation. For any transaction tested, including per diem and fringe, consider whether the amounts and reason for these reimbursements (expense before it becomes a reimbursement) are reasonable, support the mission of the university, and are allowable. Use auditor judgement and make a call as to whether or not it is abusive. We should not see reimbursements for five star hotels, alcohol, expensive meals, reimbursements/purchases for family/friends, cash advances with no support or reason for withdrawal, premium gas used for personal vehicles, etc. We are searching for fraudulent and abusive
- H As a general rule, the University of New Mexico must comply with NMSA 2.42.2 Travel and Per Diem Act located at wp 402-3. Ensure compliance with Act.
- I For all reimbursements tested, ensure the transaction being reimbursed has NOT been paid for by the University P Card but was paid by the employees personal cash or credit card. The intent of this attribute testing is to ensure the reimbursement is valid (and not a tactic to get extra money by the employee.)

## Testwork

DATE	INITIATOR	TRANS_DE	DOC_TYPE	DOC_NUM	CHROME_RIVER	RULE_CLAS	AMOUNT	INDEX	INDEX_DESC	ACCOUNT	ACCOUNT_DESC	Tangible	Inv	A	B	C	D	E	F	G	H	I	Notes/Comments
11/05/2015	FINANCEA	Neal, Craig	INV	11067998		DP1	2,608.97	925023	124524-1296ATH-SIXTH -1296ATH-SIXTH	3180	Non Capital Equipment <\$5,001			✓	✓	✓	✓	✓	✓	✓	NA	✓	
10/01/2015	FINANCEA	Neal, Craig	INV	11061459		DP1	550.00	925023	124524-1296ATH-SIXTH -1296ATH-SIXTH	3190	Uniforms Apparel Gen			✓	✓	✓	✓	✓	✓	✓	NA	✓	
06/28/2016	FINANCEA	Neal, Craig	INV	11101046		DP1	2,235.88	925023	124524-1296ATH-SIXTH -1296ATH-SIXTH	3820	Out Of State Travel Gen			✓	✓	✓	✓	✓	✓	✓	NA	✓	
03/16/2016	FINANCEA	Neal, Craig	INV	11094102		DP1	457.15	925023	124524-1296ATH-SIXTH -1296ATH-SIXTH	3890	Travel Group Gen			✓	✓	✓	✓	✓	✓	✓	NA	✓	
10/01/2014	FINANCEA	Neal, Craig	INV	10982153		DP1	194.25	925023	124524-1296ATH-SIXTH -1296ATH-SIXTH	3820	Out Of State Travel Gen	194.25		✓	✓	✓	✓	✓	✓	✓	NA	✓	6th man on UNM GI used to pay a portion. No Unrestricted Main approval signature. These expenses were split between UNM and 6th man. See the same DPEZ on row 6L below. The two total to \$690.50, which is the total reimbursement noted at wp 401B.04. This was also reported as taxable income to payroll due to late submission.

## Tickmarks:

- ✓ Tested without exception.
- ⊖ No indication Janet Neal's portion of travel reported to payroll as taxable income.
- ⊖ Rented two cars in Vegas. I suspect the second was for people in the 6th man club. Should not be paid on UNM P Card.
- ⊖ Room rate was \$279.63 including taxes and it states the room was a "group room". I am highlighting this for the excessive rate, the fact it is a "group room", and the total hotel bill for four nights. Appears excessive and abusive.
- ⊖ Purchase was for TWO TVs. A 70inch AQUOS and a 55inch Sharp, plus one wall mount at Costco. Taxes were paid and they should not have been. Need to check for existence of these TVs at PIT to ensure not taken home by someone. Charged to "6th man" account
- ⊖ Costs allocated to "6th man" account, but OSA still believes it is university money. Violates Anti donation clause (non employees on meal ticket) and amounts are excessive.

P.4



**Goods**

**UNM Employee**

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: **Craig Neal**

Date: 09/23/2015

Banner ID: 101278800

Requestor Department: Athletics Mens Basketball

**Section I Accounting**

Index Code	Index Description	Account Code	Account Description	Fund	Amount
925023	124524-1296ATH-SIXTH-1296ATH-SIXTH	31N0	Uniforms Apparel Gen	2U0007	\$350.00
Total Amount to be Paid / Reimbursed:					\$350.00

**Section II. Payment / Reimbursement Expenses**

Business Purpose: Sneakers/equipment used by basketball team

Additional Information: Shoes unavailable through Nike on short notice

09/23/2015	Out-of-pocket	Foot Locker	\$350.00
7/9/2015	Payment / Reimbursement Expenses:		\$350.00

Total Itemized Amount: \$350.00

**Section III**

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

**Reimbursements:**

If the payment being requested on this form represents reimbursement to a UNM employee, by signing below, the employee acknowledges that any expenses incurred greater than sixty (60) days before receipt of this form by Financial Services will be considered additional taxable compensation per IRS regulations, and hereby authorizes all applicable taxes to be withheld from their next paycheck.

Payee's Name: **Craig Neal**

Payee's Signature

Supervisor's Name: **Tim Cass**

Supervisor's Title: **Associate Athletic Director**

Supervisor's Signature

Requestor: **Birmingham, Christina Scallie**

Requestor's Title:

Requestor's Phone: **925-5750**

Please forward a printed copy of this request, along with original backup documentation, to the following office(s).

Unrestricted Acctg - Main  
MSC01 1260

Signature

Date Printed: 09/23/2015 03:15 PM

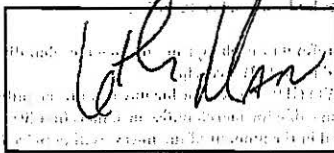
INFORMATION SENT TO PAYROLL FOR W-2  
REPORTING; SUBMITTED >60 DAYS AFTER  
EXPENSE WAS INCURRED

5R staff

Page: 1 of 1

p.5

101278860



**Foot Locker**

Visit Us At: [www.footlocker.com](http://www.footlocker.com)

STORE: 08869 REGISTER: 004

CASHIER: Marcus

ASSOCIATE: 0000667074

CUSTOMER RECEIPT COPY

5/1 NK AM90-ULTRA DUST/8 \$130.00

4207223004130 1 @ 130.00

ECLIPSE RD/BK/WT

4101637804120 1 @ 110.00

ECLIPSE RD/BK/W

4101637804130 1 @ 110.00

SUBTOTAL 350.00

SALES TAX 25.38

TOTAL 375.38

AMOUNT TENDERED

Debit 375.38

ACCT: \*\*\*\*\*5753

EXP: \*\*\*\*\*

Appears personal. Not on UNM P Card list

APPROVAL: 237332

CARD SWIPE

TOTAL PAYMENT 375.38

SALES TAX ANALYSIS

CODE RATE% TAXABLE TAX

TOTAL 7.250 350.00 25.38

Tran: 36560

7/9/2015 2:50 PM

Sneakers

925023

## Direct Pay Approval Form

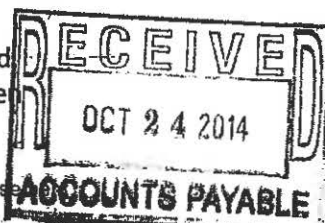
DPI #: I0982153

DP-EZ #: DZ0600833

## Travel

UNM Employee

Note: 6th man on UNM books. Is this allowed  
Paid for two rental cars and got per diem even  
for the sixth man part of trip.



You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: Craig Neal

Date: 09/19/2014

Banner ID: 101278800

Requestor Department: Athletics Mens Basketball

## Section I Accounting

Index Code	Index Description	Account Code	Account Description	Fund	Amount
925023	124524-1296ATH-SIXTH -1296ATH-SIXTH	3820	Out Of State Travel Gen	2U0007	\$194.25
925240	Men's Basketball General Activity	38NG	Travel Recruiting Gen	2U0226	\$502.25
Total Amount to be Paid / Reimbursed:					\$696.50

## Section II. Travel Details

Destination	Departure Date / Time	Return Date / Time
Las Vegas, NV	07/22/14 08:25 AM	07/30/14 01:00 PM
Business Purpose:	Off campus recruiting followed by 6th Man Outing.	
Additional Information:	No hotel submitted.	
Las Vegas, NV	07/27/14 12:00 AM	07/30/14 12:00 AM
Business Purpose:	6th Man Outing	
Additional Information:	Prorated car and gasoline expenses.	

## Section III. Meal Per Diem (less provided meals)

Destination	Per Diem	#	Breakfast Rate	Total	#	Lunch Rate	Total	#	Dinner Rate	Total	Meals @ Destination
NV Las Vegas	\$34.00	5	\$6.80	\$34.00	6	\$8.50	\$51.00	5	\$18.70	\$93.50	\$178.50
Meals Total:											\$178.50

## Travel / Other Expenses

07/22/2014	Out-of-pocket	Rental Car in Las Vegas, NV (5 days)	\$283.70
07/22/2014	Out-of-pocket	Gasoline expense in Las Vegas, NV (5 days)	\$40.05
07/22/2014	Out-of-pocket	Rental car in Las Vegas, NV (3 days)	\$170.22
07/27/2014	Out-of-pocket	Gasoline expense in Las Vegas, NV (3 days)	\$24.03
Travel / Other Expenses:			\$518.00

## Section V. Prepaid

Business Purpose: Off campus recruiting followed by 6th Man Outing.			
17-JUN-2014	Prepaid Pcard Travel	S1730022 - C.Neal to Las Vegas 7/22-30/SWA	\$375.00
			-\$375.00
Prepaid Total:			\$0.00

Date Printed: 09/19/2014 01:15 PM

Page: 1 of 2



# Direct Pay Approval Form

DPI #: I0982153

DP-EZ #: DZ0600833

Total Itemized Amount:

\$696.50

## Section VI

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

### Reimbursements:

If the payment being requested on this form represents reimbursement to a UNM employee, by signing below, the employee acknowledges that any expenses incurred greater than sixty (60) days before receipt of this form by Financial Services will be considered additional taxable compensation per IRS regulations, and hereby authorizes all applicable taxes to be withheld from their next paycheck.

Payee's Name: Craig Neal

**TIM CASS**  
Printed Name

Payee's Signature

Dean, Director or Department Head's; Supervisor's;  
or PI's signature (as applicable per Policy 4030.3)

Requestor: Rodriguez, Yolanda

Requestor's Title: Administrative Assistant

Requestor's Phone: 925-5750

Please forward a printed copy of this request, along with original backup documentation, to the following office(s):

Unrestricted Acctg - Main  
MSC01 1280

Signature



Direct Pay Approval Form

DPI #: I0982153

DP-EZ #: DZ0600833

Total Itemized Amount: \$696.50

Section VI

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

Reimbursements:

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Payee's Name: Craig Neal

*Tim Cass*  
Printed Name

*[Signature]*  
Payee's Signature

Dean, Director or Department Head's; Supervisor's;  
or PI's signature (as applicable per Policy 4030.3)

Requestor: Rodriguez, Yolanda

Requestor's Title: Administrative Assistant

Requestor's Phone: 925-5750

Please forward a printed copy of this request, along with original backup documentation, to the following office(s).

Unrestricted Acctg - Main  
MSC01 1260

*[Signature]* 10/8/14  
Signature



RA 626922640 Bill 0  
Rental 22-JUL-2014 10:51 AM  
LAS VEGAS INTL ARPT  
Return 30-JUL-2014 07:16 AM  
LAS VEGAS INTL ARPT

CRAIG NEAL  
Vehicle # E1106287  
Model IMPALA LTD  
Class Driven FCAR Class Charged ICAR  
License# 711TCV State/Province AR  
M/Kms Driven 278  
M/Kms Out 28163  
M/Kms In 28431

UAM ATHLETICS  
Billing Ref 3934334883  
Charges No Unit Price Amount  
T & R 1 Week 270.00 270.00\*  
Y & N 1 Days 46.00 46.00\*  
UNLIM M/KM 0 M/Kms 0.00\*  
CONC REC 32.78  
GFC 30.00  
COUNTY TAX 8.30  
VEHICLE LICENSE COST 12.80  
GOV FEE \$10.000 X 31.60  
SALES TAX \$6.100 X 26.62

Total Charges USD 463.90  
Deposit Visa 8028  
Amount Due USD 463.90

\* Taxable Items  
Subject to Audit  
Your Emerald Club Number is 603620062  
Emerald Club rental credits will be  
posted within 24 hours  
We hope you enjoyed driving your  
upgraded Emerald Club vehicle.  
Customer Service Number 1-800-468-3334

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

STAR MART  
00010186591  
400 NORTH EASTERN  
LAS VEGAS , NV  
07/27/2014 765180450  
04:18:44 PM

8028  
VISA

INVOICE 00010186591  
AUTH 00-078530  
REF250360727141615

PUMP# 12  
REGULAR 16.639G  
PRICE/GAL \$3.849

FUEL TOTAL \$ 64.04  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CASH \$ 64.04  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

ATCH: 25 Seq Num: 36  
rm ID: 12  
P ENTERED  
rkstation ID: 00  
NT FREE GAS?  
GISTER TO WIN AT  
GASVICT.COM

170.22 \*

283.70 \*

283.69 +  
170.21 +  
453.90G+

64.04 +  
8.01 =  
8.01 \*

64.04 +  
24.03 \*

64.04 +  
40.05 \*

40.03 +  
24.01 +  
64.04G+

170.22 +  
24.03 +  
194.25G+

CNE  
1 p.10

## Lobo Basketball

---

**From:** Dawn Martinez  
**Sent:** Friday, September 19, 2014 2:24 PM  
**To:** Lobo Basketball  
**Subject:** RE: Travel Reimbursement for Men's Basketball ~ Craig Neal

Hi,  
Yes, you can reimburse him for this.  
Have a great day!  
Dawn

Dawn S. Martinez  
Asst. AD ~ Compliance  
University of New Mexico  
Athletics Department  
(505) 925-5835

GO LOBOS!

CONFIDENTIAL – This message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender at (505) 925-5835 and destroy all copies of the original message.

**From:** Lobo Basketball  
**Sent:** Friday, September 19, 2014 1:18 PM  
**To:** Dawn Martinez  
**Subject:** Travel Reimbursement for Men's Basketball ~ Craig Neal

HI DAWN,

I AM REQUESTING AUTHORIZATION TO REIMBURSE THE MEN'S BASKETBALL COACHES AS FOLLOWS:


- CRAIG NEAL TO LAS VEGAS, NV 7/2-27/14

THANK YOU FOR YOUR CONSIDERATION.

<image002.jpg> **GO LOBOS!**

*Yolanda Rodriguez*


ADMINISTRATIVE ASSISTANT  
MEN'S BASKETBALL  
[WWW.GOLOBOS.COM](http://WWW.GOLOBOS.COM)  
P: 505-925-5750  
F: 505-925-5759

<i>Craig Neal</i>	<i>DZ0600833</i>	<i>Las Vegas, NV</i> <i>7/22-27/14</i>	
<i>Dates</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
<i>22-Jul</i>	-	<i>1</i>	<i>1</i>
<i>23-Jul</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>24-Jul</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>25-Jul</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>26-Jul</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>27-Jul</i>	<i>1</i>	<i>1</i>	-
<i>TOTAL</i>	<i>5</i>	<i>6</i>	<i>5</i>





ANTHONY TRAVEL INC  
BRENDAKNIFFIN@ANTHONYTRAVEL.COM

  
Approved by Craig Neal, Head Coach

## Electronic Invoice

Prepared For:  
NEAL/CRAIG

Ref: MBSKT-R-925240-38N0

SALES PERSON	24
INVOICE NUMBER	3107674
INVOICE ISSUE DATE	17 Jun 2014
RECORD LOCATOR	LYMEFD
CUSTOMER NUMBER	037470

*82060833*

### Client Address

UNIVERSITY OF NEW MEXICO ATHLETICS  
CRAIG NEAL  
MENS BASKETBALL  
ALBUQUERQUE NM 87131

DATE: Tue, Jul 22

### Others

SOUTHWEST  
CONF MBKL5T  
Final Payment

Billed to:

VI XXXXXXXXXXXX0751

USD \* 375.00

DATE: Tue, Jul 22

Flight: SOUTHWEST AIRLINES 2222

From	ALBUQUERQUE, NM	Departs	9:55am
To	LAS VEGAS, NV	Arrives	10:30am
Duration	01hr(s) :35min(s)	Arrival Terminal	1
Type	BOEING 737-700 JET	Class	Economy
Stop(s)	Non Stop	Meal	

DATE: Tue, Jul 22

Car: NATIONAL CAR  
LAS VEGAS, NV

Pick Up	10:30am	Drop Off	30 Jul
Confirmation Number	685697154EXSEL	Car Type	2/4 Door, Intermediate
CD.	XZ34015	Member ID	503620062
Rate Plan For -	8 Days, 0 Hours	M/KM	Extra M/KM
	USD Rate	UNL	0.00
	Extra Day	UNL	0.00
	Extra Hour	UNL	0.00
	Mandatory Charges		
	Approximate Total	UNL	
	Price		

DATE: Wed, Jul 30

**Flight: SOUTHWEST AIRLINES 4113**

From	LAS VEGAS, NV	Departs	9:35am
To	ALBUQUERQUE, NM	Arrives	12:00pm
Departure Terminal	1		
Duration	01hr(s) :25min(s)	Class	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		

**DATE: Fri, Jan 30****Others**

GO LOBOS..HAVE  
A NICE TRIP

<b>SubTotal</b>	USD 375.00
<b>Net Credit Card Billing</b>	* USD 375.00
	-----
<b>Total Amount Due</b>	USD 0.00

ANTHONY TRAVEL NEW MEXICO ATHLETICS OFFICE\*\*\*\*  
PHONE NUMBER 505-925-5641  
PASSENGERS MUST SHOW GOVERNMENT ISSUED I.D.  
FARES SUBJECT TO CHANGE UNTIL PURCHASED.  
PLEASE LOOK OVER THIS ITINERARY AND INFORM ME OF  
ANY DISCREPANCIES WITHIN 24 HOURS OF TICKETING  
ANY DISCREPANCIES AFTER THIS TIME MAY RESULT IN A FEE  
FOR EMERGENCY TRAVEL ASSISTANCE CALL 800-530-2560  
24 HOURS A DAY. PLEASE GIVE YOUR VIT CODE..S715C.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.