



### Reminder – Recruiting Expense Program Code 1101

Please remember to use **Program Code 1101** to track all recruiting expense related to **domestic undergraduates**. Use of this code is effective immediately.

Examples of Recruiting Expenses:

- Percentage of Employee Salaries related to undergraduate recruitment including temporary or work-study employees
- Colleges and offices associated with undergraduate recruiting/marketing activities
- Recruitment software costs
- College Fairs/ Off campus events
- Recruiting Events on Campus
- Travel related to recruiting (i.e., fuel/mileage, food, lodging)
- Digital & Traditional Marketing (i.e., social media, print materials, etc.)
- External recruitment agency fees (if you use them)

For any questions on qualifying expenses and implementation please reach out to Justin Mandujano at [jmanduja@uwyo.edu](mailto:jmanduja@uwyo.edu).

### Contact Information

Financial Affairs  
Room: Old Main Room 113  
Phone: (307) 766-4340  
Fax: (307) 766-6762

[financialaffairs@uwyo.edu](mailto:financialaffairs@uwyo.edu)  
[www.uwyo.edu/administration/financial-affairs](http://www.uwyo.edu/administration/financial-affairs)

