**iCanConnect Time Tracking**

TS must submit iCC timesheets with their NDE timesheets to the PC at the end of each month.

TS will verify that the hours on iCC timesheets match the iCC time listed on their NDE timesheet. All iCC travel time will be included on timesheets.

Timesheets will use basic labels to explain the hours recorded on timesheets, such as:

 Assessment

 Travel time

 Delivery/ Installation/ Training

 Research/ Writing report

 Communication with client/vendor

TS have a rate with iCC of $100 an hour that includes mileage, so NO additional mileage should be requested.

PC have a rate with iCC of $50 an hour for all administrative duties performed, including reporting.

**iCanConnect Reporting**

Accounting will email all paid iCC bills to the PC for reimbursement request in the appropriate quarter. TS will provide timesheets for iCC each month. iCC fiscal year runs from July- June.

PC will complete an iCC reimbursement request each quarter, including supporting documents.

 (Jan-Mar= submitted by end of April,

 Apr-Jun= submitted by end of July,

 Jul-Sep= submitted by end of October,

 Oct-Dec= submitted by end of January)

PC will complete a 6th month report to include information from the first 2 quarters and last 2 quarters of each iCC fiscal year.

 (Jul-Dec= submitted by end of January,

 Jan-Jun= submitted by end of July)

\*All iCC quarterly reimbursement requests and 6th month reports will be emailed to the Agency Director for review BEFORE they are submitted and approval emails will be kept for annual program audit. An audit is **required** to be completed for each fiscal year of the iCC program and the report is to be sent to Jackie Ellington at the FCC (Jackie.ellington@fcc.gov).

Accounting will be sent a copy of the final iCC reimbursement request.

Reporting will be completed as outlined in the NDBEDP Reimbursement Request Filing Instructions 2018-2019 at <http://www.rolkaloube.com/programs/ndbedp/>