



MEMORANDUM

TO: **Railroad Neutrals**

FROM: **Roland Watkins** *Roland Watkins*
Director, Arbitration Services

DATE: **July 10, 2013**

RE: **Change in Travel Agent**

All arbitrators are notified that, effective July 15, 2013, the National Mediation Board (NMB) will no longer use Travel Solutions as the NMB's travel agent. On this date, the NMB will begin using Concur Technologies (Concur) pursuant to the recent selection by the General Services Administration of Concur as the official electronic travel service provider for the Federal Government. The Office of Administration of the NMB is responsible for administering the travel services through Concur.

The Office of Administration has selected Denise Murdock as the travel liaison to the arbitrators. Ms. Murdock will assist the arbitrators with all travel services.

Effective July 15, 2013, all arbitrators will have to call or write Ms. Murdock instead of Travel Solutions. The contact information for Ms. Murdock is 202-692-5010 or e-mail at travelforms@nmb.gov.

The procedure for requesting approval using the Arbitrator Workspace System will remain the same.

If you are making travel arrangements between now and July 14, 2013, you must continue to use Travel Solutions. However, if you attempt to make travel arrangements on or after July 15, 2013, you must contact Ms. Murdock.

Any questions concerning the change must be directed to Ms. Murdock.