



**NATIONAL MEDIATION BOARD
WASHINGTON, D.C. 20005**

MEMORANDUM

TO: Railroad Referees/Neutrals

FROM: Terri D. Brown *Terri D Brown*
Director, Arbitration Services

CC: Section 3 Community

DATE: October 25, 2022

RE: Arbitrator Travel Restrictions

Travel reimbursement is not authorized for the period between October 4, 2022 through December 16, 2022. You will be notified when arbitrator travel has been reinstated. When travel reimbursement is authorized, you will be reimbursed for travel in accordance with the Federal Travel Regulations (FTR) and the NMB's Contractor Travel Reimbursement Guidelines while engaged in the performance of your duties away from home or regular place of business.

You must hear a minimum of five (5) cases in order to seek authorization for travel. We continue to recommend remote arbitrations via teleconference or video conferencing to conduct your arbitration hearings.

If you require assistance or have questions on how to utilize Google Meet, please contact Dexter Batts, dexter.batts@nmb.gov, in the NMB Office of Arbitration Services, Monday-Friday, between 8 a.m. - 4 p.m. Eastern.