



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

MEMORANDUM

TO: Railroad Referees/Neutrals

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

DATE: May 31, 2024

RE: Arbitrator Travel Reimbursement

Travel reimbursement is now reinstated for the period between June 1, 2024 through September 30, 2024. When travel reimbursement is submitted in your Arbitrator Work Space (AWS), you will be reimbursed for travel expenses 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 5 cases minimum, subject to approval from the Director of Arbitration Services in order to seek authorization for travel. We continue to recommend the use of video conferencing to conduct your arbitration hearings.

If you require assistance, please contact Elijah Crayton, arb@nmb.gov, in the NMB Office of Arbitration Services, Monday-Friday, between 8 a.m. - 4 p.m. Eastern.