



**NATIONAL MEDIATION BOARD
WASHINGTON, D.C. 20024**

MEMORANDUM

TO: Railroad Referees/Neutrals

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

DATE: October 1, 2026

RE: Arbitrator Travel Reimbursement

Travel reimbursement is now reinstated for the period between October 1, 2026 through December 11, 2026. 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.

In order to seek authorization for travel, which is subject to approval, the following conditions must be met:

1. The arbitrator must hear a minimum of five cases;
2. The arbitrator must be in compliance with the timely submission of awards; and
3. The arbitrator must provide a rationale for the need to travel versus conducting an online hearing or having the parties travel to the arbitrator.

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.