



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

**MEMORANDUM**

**TO: Railroad Referees/Neutrals**  
**FROM: Terri D. Brown** *Terri D Brown*  
**Director, Arbitration Services**  
**DATE: March 1, 2023**  
**RE: Arbitrator Travel Reimbursement**

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Travel reimbursement is now reinstated for the period between March 1, 2023 through September 30, 2023. 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 or have questions on how to utilize Google Meet, please contact Elijah Crayton, [arb@nmb.gov](mailto:arb@nmb.gov), in the NMB Office of Arbitration Services, Monday-Friday, between 8 a.m. - 4 p.m. Eastern.