



Authorization Number
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## Arbitration Services - Official Travel/Referee Compensation Authorization

*Before completing this form, please read instructions on page 2*

Referee's Name	Address	Date
Referee's Signature	City, State, Zip	Telephone

### Part 1 Official Travel/Hearing Authorization

List board(s) and case number(s) for travel and hearings. Also list board(s) and case number(s) for hearings with no travel.

Board Number(s) and Case(s)	Travel Date FROM:	Travel Date TO:	Carrier	Travel FROM:	Travel TO:

### Part 2 Travel Estimate

<b>Estimated cost to Government</b>		
Transportation: (Using Government Travel Agency)	\$	← <b>Check for Car Rental Approval.</b> To be used for trip – in and around designated area only. No other vehicle can be hired. Approved by:
Total per diem and miscellaneous items: (Rental Car Approval required in writing)	\$	
<b>TOTAL Estimated Cost:</b>	\$	← <b>Check for Other and explain below:</b>

### Part 3 Compensable Service

Compensable service days to be rendered during the month of:	<b>Show number of cases heard and not decided as of previous month:</b>
Month	Number of days to be rendered
List all board(s) and case number(s) for decision writing.	

### Part 4 For National Mediation Board Use Only

<b>To the Referee, you are authorized to perform compensable service as follows:</b>	Compensation obligated:	<b>Approved by:</b>
	\$	Signature
For the Month of:	# of days authorized	Your pay voucher, for this month must be submitted to Finance and Administration by:  If not submitted by this date, the money will be de-obligated.
		<b>Travel is not transferable</b>

**Form Number Changed:** This form was previously NMB – 14



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### Instructions for Completing NMB-6 Form

#### Purpose of Form:

NMB - 6 was created to assure adequate funding of obligations required by the Budget and Accounting Act of 1921, as amended, and the Federal Managers' Financial Integrity Act.

#### Time Frame for Submission of Form:

Referees holding official appointments by the National Mediation Board, who desire to work or travel must submit an NMB-6 Form ten days prior to the month covered by the authorization request.

- Note: Failure to submit NMB Form -6, **ten days prior to** the month covered by the request will result in non-authorization by the National Mediation Board. No additional travel or work days will be authorized until a voucher for all travel and days authorized has been submitted or you have advised that your allotted days not claimed on a voucher may be released.

E-Mail Form to: [ARB@NMB.GOV](mailto:ARB@NMB.GOV)

#### Completing Part 1

Referees must list all travel and hearings scheduled for month. Boards(s) and case number(s) must be listed for travel and hearings. (i.e. NRAB Division, Public Law Boards, Special Boards of Adjustment, etc.) If hearing does not involve travel, indicate no travel in the Carrier Box by using the word NONE.

#### Completing Part 2

Car Rental – if required for travel, please submit a justification with the form.

#### Completing Part 3

(1) Referees must list all boards and cases for decision writing for that month (i.e. NRAB Division, Public Law Boards, Special Boards of Adjustment, etc.); (2) List number of days requested; and (3) Indicate number of cases heard and not decided. It is important that this information is furnished. Failure to furnish this information will result in non-authorization.

#### Do NOT Complete Part 4 – Completed by the NMB

When authorization requests are approved, the NMB will complete part 4. An authorization Number will be assigned and a copy of the form will be forwarded to you.

#### Revising Travel or Work Schedule

If changes in travel or work schedule occur after the NMB - 6 form has been submitted, please submit another NMB - 6 marked "AMENDED".

#### Instructions:

1. Read information above
2. Complete page 1 – Parts 1, 2, and 3
3. Attach letter of justification if rental car is requested
4. E-Mail to [ARB@NMB.GOV](mailto:ARB@NMB.GOV)

#### Questions:

Please address questions to Arbitration Services at (202) 692-5055.

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