

Manchester-Boston Regional Airport
Parking and Shuttle Services
Effective December 1, 2010

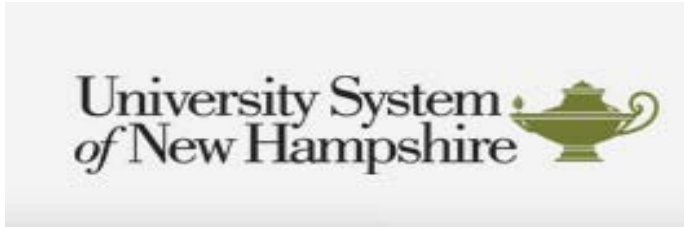
Instructions for USNH Employees Traveling on USNH Business

The following instructions are provided to, and shall be followed by, any USNH employee authorized to travel on USNH business by means of Manchester-Boston Regional Airport.

The Airport shall charge for and collect from the USNH employee for incurred parking fees as described herein:

- i. A traveling USNH employee enters a long-term outdoor parking lot (Lot C or Lot D) on Airport premises in the usual manner, secures a machine-dispensed parking ticket at the lot entrance and parks in an available space.
- ii. The USNH employee proceeds to the lot's bus shelter for pick up by an Airport shuttle vehicle, which goes to the terminal.
- iii. After entering the ground floor in the main terminal, the USNH employee shall proceed to the Airport Communications Center, located in the hallway near the Southwest Airlines ticket counter.
- iv. The traveling USNH employee shall provide to the Airport Communications Center dispatcher the following:
 - i. USNH Employee Picture Identification Card, and
 - ii. The completed Employee Parking Form (attached)
- v. After the USNH employee provides identification/verification as a USNH employee in official travel status, the Communications Center dispatcher retains the Parking Form, inserts the USNH employee's parking ticket into a device and returns it to the USNH employee. Said device encodes the parking ticket to indicate the daily rate of \$5.00. The coded parking ticket must be kept by the USNH employee until the air travel is over.
- vi. At the trip's end, the USNH employee takes the shuttle from the terminal to the appropriate parking lot.
- vii. When leaving the parking lot, to utilize the rate indicated above in section iv, the USNH employee must use an attended kiosk. Amounts charged in the lot's unattended Express Lane are not discounted.
- vii. At the parking lot check-out kiosk, the USNH employee hands the parking ticket to the lot attendant, who inserts it into a reading device to determine the amount due. The lot attendant collects from the USNH employee a parking fee as indicated above in section iv.
- viii. The parking fee may be paid in cash or by MasterCard, Visa, American Express, Discover credit card or MasterCard, Visa debit card.
- ix. Upon request, the lot attendant shall provide the USNH employee with a printed receipt for the amount paid.
- x. Parking services as described herein are not for the use of a USNH employee's personal travel needs. Such services are available to USNH employees traveling on official USNH business only.

NOTE: USNH contracted Airport parking is only for outdoor, long-term parking lots, specifically Lot C and Lot D. A car parked in Lot A, or in the Garage, will incur the posted parking rates, which must be paid in full at departure.



**Employee Parking Form
for Manchester-Boston Regional Airport**

Participating institutions:

- University of New Hampshire
- University of New Hampshire at Manchester
- University System Offices
- Plymouth State University
- Keene State College
- Granite State College
- Franklin Pierce Center for Intellectual Property/UNH School of Law
- New Hampshire Public Television/New Hampshire Public Broadcasting

I, _____ (print employee name), of
 _____ (Institution), am a University System of New Hampshire
 employee authorized to travel on USNH business from _____, _____, _____ to _____, _____, _____. I
 acknowledge parking for such travel is not for personal purposes.

Employee Signature

Date

Manager/Supervisor (print)

Manager/Supervisor Title

Manager/Supervisor Signature

Date

IMPORTANT NOTES: This completed and signed form, along with a USNH Employee Picture Identification Card, must be provided to the Airport's Communications Center in order to receive the State's discounted parking rate.

USNH contracted Airport parking is only for outdoor, long-term parking lots, specifically Lot C and Lot D. A car parked in Lot A, or in the Garage, will incur the posted parking rates, which must be paid in full at departure.