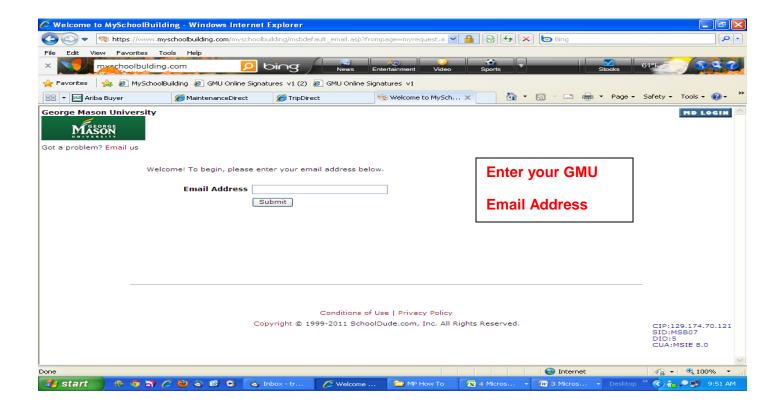
## Requesting a Motor Pool Vehicle Online

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|                                                                             | rs Entertainment Video Sports Stocks 57°F                              |                       |
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| Select Organization<br>Organization Account Number<br>Submit Organization   | Use the number<br>198557072 as the<br>"Organization<br>Account Number" |                       |
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You are now on the "Maintenance Request" page. There are a series of tabs across the top of the page. Click on the "Trip Request" tab.

| 🖉 Welcome to MySchoolBu                                                   | ilding - Windows Internet Expl                                                                 | orer                        |                     |                       | - 8 🗙                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                                                           | myschoolbuilding.com/myschoolbuilding                                                          | /mytriprequestiframe.asp    | ✓                   | 🗟 🗲 🗙 🗔 Bing          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| 🔠 🔻 🔤 Ariba Buyer                                                         | naintenanceDirect na 🎸                                                                         | TripDirect                  | SWelcome to MySch 🗙 | 📄 🙆 • 🖾 · 🖻 🦸         | 🚽 🔹 Page 🕶 Safety 🕶 Tools 🕶 😢 🕶 🎽                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| George Mason University                                                   | ,                                                                                              |                             |                     | Go to - Quick Links - | LOGOUT HELP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| George Mason University<br>Got a problem? Email us                        |                                                                                                |                             |                     |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Maint Request Inve                                                        | ntory Request Trip Reque                                                                       | st My Requests              | Settings Help       |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| To submit your request comp<br>notes, such as number of vel<br>Thank you. | George Mason Veh<br>plete the following form. List all d<br>hicles requested, in the Special N | rivers in the Faculty Field | . Please add any    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Please be yourself, click here<br>Indicates required inform               | nation.                                                                                        |                             |                     |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Need Assistance? Contact                                                  | Facilities Services at (703) 993-2                                                             | 442 or masonmp@gmu.e        | du.                 |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Terri                                                                     | Russell                                                                                        | trussel5@gmu.ed             | u                   |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Booking Details                                                           |                                                                                                | <u> </u>                    | Back to Top         |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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Your name and contact information will auto populate the "Booked By" fields. Please note a red check indicates required information. Next fill out the "Booking Details.

| 🖉 Welcome to MySchoolBuilding - Windows Internet Explorer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |
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| × myschoolbulding.com Ding Rews Entertainment Video                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Sports Stocks 61°F                                 |
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| 😁 🕶 Ariba Buyer 🥔 MaintenanceDirect 🏈 TripDirect 🧐 Welcome to MySch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    |
| Phone Pager Mobile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | The "Trip Name" should be the name of              |
| 7039936208                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | the Driver or Trip Lead. You may choose            |
| Booking Details Back to Top Trip Name Terri Russell - Forum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | to add a short description of the event.           |
| Trip Destination Hampton, VA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The "Trip Destination" must have a city            |
| ✓ Location Fairfax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | and state.                                         |
| ✓ Organization ←                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |
| One Way  Round Trip                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | The "Location" should be Fairfax.                  |
| Trip Package Select Trip Package 💉 View Trip Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |
| V Departure Date 11/14/2011 Return Date 11/16/2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | "Organization & Budget Code" can be                |
| ✓ Trip Departure Time 7 ∨ 30 ∨ AM ∨ ✓ Trip Return Time 5 ∨ 00 ∨ PM ∨                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | found by clicking on the binocular icon.           |
| ✓  Budget Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                    |
| Transportation Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Departure date will always be Monday               |
| Back to Top Click on the transportation type below that best suits your needs:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | thru Friday-There are no weekend pick-             |
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| Car Mini-Van 🚔 Multiple Types                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | -p                                                 |
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| Trip Contact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |
| Back to Top Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |
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Choose a transportation type. If you are requesting more than one vehicle, choose "Multiple Types"

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| ✓ Budget Code                              | oto 🔁                              |                    |                     |                      |          |               | ^                    |
| Transportation Type                        |                                    |                    | Back to Top         |                      |          |               |                      |
| Click on the transportation type bel       | ow that best suits your need       | s:                 |                     |                      |          |               |                      |
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| Car Mini-Va                                | n 👾 Mi                             | ultiple Types      |                     |                      |          |               |                      |
| Van Van                                    |                                    |                    |                     |                      |          |               |                      |
| Trip Contac                                |                                    |                    | Back to Top         |                      |          |               |                      |
| Yes, the 'Booked By' requester nfo         | rmation is the same as the "       | Trip Contact' info |                     |                      |          |               |                      |
| 🗹 First Name 🗹 L                           | ast Name                           | 🗹 Email            |                     |                      |          |               |                      |
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| Phone Page                                 | er                                 | Cellular           |                     |                      |          |               |                      |
| Attendees                                  |                                    |                    |                     |                      |          |               |                      |
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| Faculty                                    |                                    |                    | ~                   |                      |          |               |                      |
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| Supervising Adults                         |                                    |                    | ×                   |                      |          |               |                      |
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| ✓ Number of students                       | Cost p                             | er student         |                     |                      |          |               |                      |
| Number of adults                           | Cost                               | per adult          |                     |                      |          |               |                      |
| msbcontroller.aspx?productid=td&pageid=MSB | TripRequest&id=&mode=New           |                    |                     |                      | 😜 Inter  | net           | 🖌 📲 📲 🖓 🖌            |
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The next step will be to identify the drivers/riders. Will there be passengers? How many? Who are they? (use the Faculty & Supervising Adult fields) It is preferable that we have names and they are identified as faculty, staff or student. The following formats should be used;

Bob Smith, driver, faculty

Bob Smith, passenger, staff

4 passengers-3 student and 1 faculty (if names are not available)

What is the Educational Objective for the trip?(what activity is the trip in support of? Example: meeting, conference, training, educational-use the "Educational Objective" field)

| 🖉 Welcome to MySchoolBuilding - Windows                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Internet Explorer                                                    |                         |        |                                          | - 7 🛛              |
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| 🚖 Favorites 🛛 🚖 🕖 MySchoolBuilding 🖉 GMU 🤇                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | nline Signatures v1 (2) 휻 GMU Online                                 | Signatures v1           |        |                                          |                    |
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| Supervising Adults Terri Rus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | , passenger, faculty<br>ell, driver, staff<br>nd, passenger, student |                         |        | Use the "Special<br>Needs and or<br>Trip |                    |
| ▼ Number of students 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Cost per student                                                     | <u>~</u>                |        | Requirements"                            |                    |
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When you have provided all the necessary information for your request, enter your password "gmu123" and submit your request. You can track the status of your request by clicking the words "MyTrip Request"

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