

Requesting a Motor Pool Vehicle Online

Go to

<https://www.myschoolbuilding.com>

Select Organization

Organization Account Number

**Use the number
198557072 as the
"Organization
Account Number"**

Welcome to MySchoolBuilding

George Mason University

Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

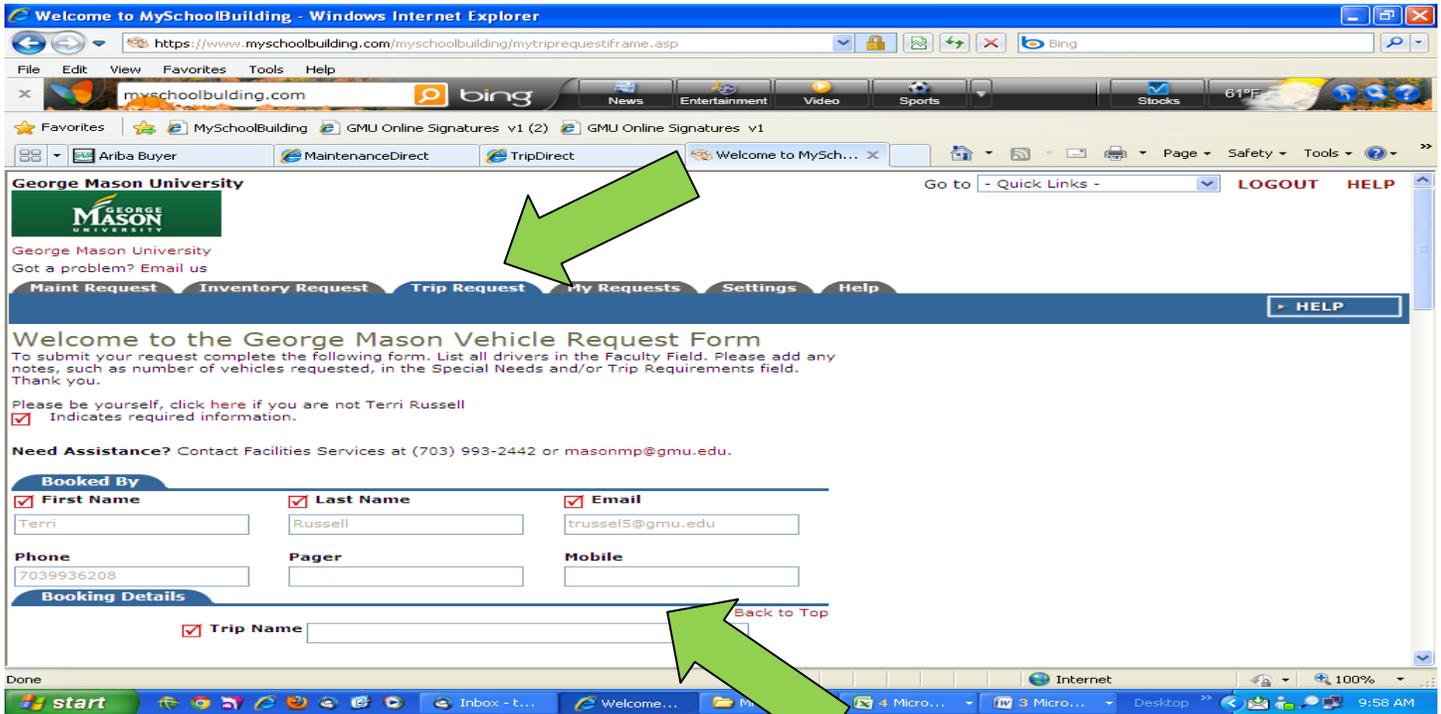
Email Address

**Enter your GMU
Email Address**

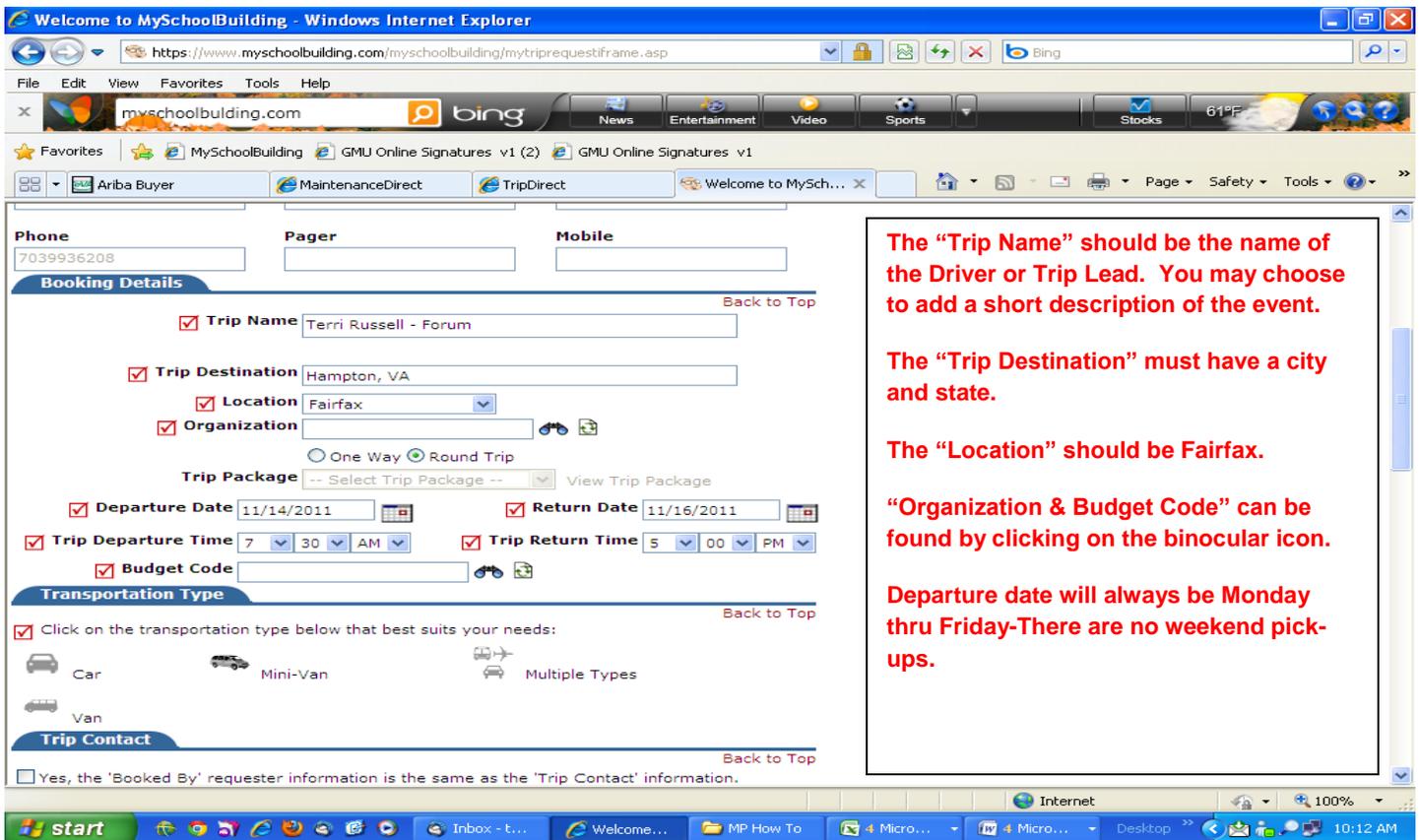
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CIP:129.174.70.121
SID:MSB07
DID:5
CUA:MSIE 8.0

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.



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."



Choose a transportation type. If you are requesting more than one vehicle, choose “Multiple Types”

The screenshot shows a web browser window with the URL <https://www.myschoolbuilding.com/myschoolbuilding/mytriprequestframe.asp>. The page title is "Welcome to MySchoolBuilding - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a "Budget Code" field, a "Transportation Type" section with radio buttons for "Car", "Mini-Van", "Multiple Types", and "Van", and a "Trip Contact" section with checkboxes for "First Name", "Last Name", "Email", "Phone", "Pager", and "Cellular". There are also "Attendees" fields for "Faculty" and "Supervising Adults", and input fields for "Number of students", "Cost per student", "Number of adults", and "Cost per adult". A green arrow points to the "Car" option.

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

https://www.myschoolbuilding.com/myschoolbuilding/mytriprequestframe.asp

Faculty: Bob Smith, passenger, faculty

Supervising Adults: Terri Russell, driver, staff; Rian Holland, passenger, student

Number of students: 1, Cost per student: []

Number of adults: 2, Cost per adult: []

Totals Attendees: 3

Notes

Educational Objective: Attendance at the annual State Procurement Forum.

Special Needs and/or Trip Requirements: Please provide a vehicle with a trailer hitch.

Security

Password: [] Forgot Password? []

Submit Request

Use the "Special Needs and or Trip Requirements" field to note requests such as "We need 2 Minivans and an economy car" or "Please remove last row of seats."

start | Internet | 100% | 1:11 PM

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"

Welcome to MySchoolBuilding - Windows Internet Explorer

https://www.myschoolbuilding.com/myschoolbuilding/MyRequests.asp?mode=td

George Mason University

George Mason University
Got a problem? Email us

Main Request | Inventory Request | Trip Request | **My Requests** | Settings | Help

Go to - Quick Links - LOGOUT HELP

My Maint Requests | My Inventory Requests | My Trip Requests |

My Trip Requests

Note: Once the trip request is assigned to someone for approval, you no longer have the ability to edit the request. You can click on the current assigned person name to send email and request for approval.

Search for ...

Search this results for: [] Show All [] Print This! []

1 - 8 of total 39 listed

Trip ID	Status	Trip State	Trip #	Destination	Organization	Total Costs
Trip Name	Location	Students	Package Name	Contact Name		Total Estimated Costs
Departure Date Time	Return Date Time	# Adults	Educational Objectives	Contact Phone		
Pick Up Location	Drop Off Location	Attendees				
2064	Submitted	Inactive	1	Hampton, VA	Facilities Management	\$0.00
Terri Russell - Test	Fairfax		2	Attendance at the annual State	Terri Russell	\$0.00
11/29/2011	11/30/2011 5:00 PM		3		7039936208	

Internet | 100% | 1:34 PM

