



STATE OF ALABAMA
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MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter 
State Comptroller

DATE: April 11, 2023

RE: Elimination of State Motor Pool

State Motor Pool closed effective March 31, 2023. Per the Governor's Executive Order No. 728, each Executive Branch agency should have a written policy in place for the proper use and assignment of state vehicles by July 1, 2023. Agencies that have their own vehicles should be using those to efficiently conduct state business. There is also an Enterprise Rental Car contract through State Purchasing that agencies can use. Please contact State Purchasing for more information about the rental car contract.

The only change in the [Fiscal Policy and Procedures](#) (See page 52) is that this affects the requirement of a Motor Pool exemption letter when personal mileage is claimed. Each agency should send a letter to Dr. Willie Bradley at ALDOT requesting an exemption for their entire agency, if necessary. This exemption will be provided to all agencies at the requests of their director. Please send to email address kinardj@dot.state.al.us. All other transportation policies remain the same. If someone is traveling out of state, driving is still the preferred method for trips less than 8 hours. An agency vehicle is the preferred mode of transportation for these trips, but personal vehicles are allowable. Commercial airfare is still the preferred method for long distance trips.

If you have questions related to your travel, please email travel@comptroller.alabama.gov.