SKIDMORE COLLEGE MISSING/LOST RECEIPT CERTIFICATION FORM

If an original receipt is lost, the traveler or requester must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the traveler or requester must indicate that they attempted to secure a copy of the lost receipt. A “Lost Receipt Certification Form” must be completed for each lost receipt and attach it to the Check Request/Expense Report.

This certification attests to the following:

a. No original receipt obtained for this expense. Please check the applicable statements below:
   - [ ] A duplicate receipt obtained from the billing agency is attached.
   - [ ] The billing agency is unable to provide a duplicate receipt.
   - [ ] Proof of payment is attached or was previously provided.

b. The expense was incurred on behalf of Skidmore College.
c. The item and amount of the expense are accurate.
d. No reimbursement of this expense has been or will be sought or accepted from another source.

Please provide a brief description of the expense.

Amount _________________________ Date of Expense ________________

Billing Agency ______________________________

Description of Expense ________________________________________________

Please provide signatures:

Requester/Traveler signature ___________________________ Date ________________

Approver’s Signature ______________________________ Date ________________