

**Strathcona Hotel**

**Policies & Procedures**

**Subject: Travelers Cheques**

**Revised: February 21, 2013**

**Procedure:**

Servers & Bartenders

 If a customer wants to pay with a traveler’s cheque, please have them bring the traveler’s cheque to the front desk with their photo I.D. The front desk will be able to cash the cheque and the customer can then pay you. Do not cash a traveler’s cheque yourself; they must go to the front desk.

Front Desk

 Please ensure that the traveler’s cheque is counter signed and you record either their passport number or drivers license number on the back of the cheque (do not forget the place of issue). Keep the cheque in you float until you are able to sell it to the main safe through the duty manger. Do not deposit it in your cash out.