



## YouTube Travel Expense Policy Transcript

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Hi, this is Arnold Muscat from College Africa Group.

I've asked ChatGPT to draft a travel expense policy using the following prompt:

**"Draft a short travel expense policy for employees."**

As you can see, the response looks professional. The language is clear, the structure is good, and many organisations would be tempted to use it immediately.

The problem is that ChatGPT does not know our travel procedures, approval limits, reimbursement rules or internal controls.

At first glance, this looks like a reasonable policy. However, ChatGPT doesn't know our meal allowances, travel classes, approval workflows or reimbursement procedures.

If we copy and paste this directly into a company policy, we may create risks or inconsistencies.

This example demonstrates an important principle:

**Prompt → AI Output → Human Review**

**AI can generate the first draft in seconds.**

**Human review determines whether the content is accurate, appropriate and aligned with the organisation's requirements.**

**AI produces language. Humans remain responsible.**

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## Prompt

Draft a short travel expense policy for employees.

## Travel Expense Policy

Employees may claim reasonable business travel expenses incurred while performing approved work-related duties.

All travel must be approved by the employee's line manager before costs are incurred.

Expense claims must be submitted within 30 days of travel and supported by valid receipts.

Reimbursable expenses may include accommodation, transport, parking and meals where applicable.

Finance will process approved claims in accordance with company procedures.

**The company reserves the right to reject claims that are incomplete, unsupported or outside approved limits.**

## Output Review

"This looks like a reasonable policy. The problem is that ChatGPT doesn't know our approval limits, meal allowances, travel classes or reimbursement procedures..."

This is where human review becomes essential. AI can draft the document, but the organisation must verify that the content reflects its actual policies and procedures."

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Regards

*DAMUSCAT*

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