

Demo: Creating Effective prompts with Context data

This demo helps you to understand the importance of using context data to create effective prompts. Context aware prompts can generate more accurate and relevant results.

Prerequisites

- [ChatGpt account](#) or [Microsoft Copilot](#)


Try prompts without context data.

1. Open ChatGPT website or Microsoft Copilot Website and try the below given prompt.

What is the personal travelling expenses policy for employees in ABC company?

2. When you send the request, you may get a response that contains inaccurate and irrelevant information.

  ChatGPT ▾

 Share 

What is the personal travelling expenses policy for employees in ABC company?

I'm unable to provide the specific travel expense policy for ABC Company, as such policies are typically internal documents unique to each organization. However, I can outline common practices found in employee travel policies to give you a general understanding.

Authorization of Travel

Employees are usually required to obtain prior approval from their supervisors before undertaking business travel. This ensures responsible spending and smooth reimbursement processes. Pre-approval is often necessary for:

- Business class airfare
- Luxury hotel accommodations
- Lodging expenses beyond standard rates



Ask anything



Search



Reason



Try prompts with context data

1. Open the `ABC_Company_Reimbursement_policy.docx` file. You can see the reimbursement policy details for the employees working in ABC company.
2. Open a blank notepad and write the following prompt.

Consider the below context data:


<REPLACE THIS WITH THE REIMBURSEMENT POLICY INFORMATION FROM WORD DOCUMENT>

What is the personal travelling expenses policy for employees in ABC company?

Update the prompt with the reimbursement policy defined in the word document.

3. Copy the updated prompt that contains the context data from notepad and try in the ChatGPT or Microsoft Copilot website.
4. This time it will generate more accurate and relevant information about the reimbursement policy for employees in ABC company.

 ChatGPT ▾

 Share



~~the firm approves the policy if there are any changes.~~
Non-compliance and consequence
Any non-compliance with the policy will lead to financial or accounting irregularities. This will reflect in the audit. This negligence will strictly be viewed with the Employee Code of Conduct policy. Corrective actions will be taken accordingly.

What is the personal travelling expenses policy for employees in ABC company?


In ABC Company's **Reimbursement Policy**, personal traveling expenses are considered **unqualified expenses**, meaning they are **not eligible for reimbursement**. This includes travel-related expenses incurred by the employee for **personal reasons**.

Additionally, while some work-related travel expenses may be reimbursed, employees should refer to the company's **local conveyance policy** for more details on what travel costs are covered.

Ask anything



 Search

 Reason

