



ชื่อเรื่อง (Title): IC KM on Teaching

โดย คณะกรรมการการจัดการความรู้ คณะ/หน่วยงาน

(By KM Committee of) International College

มหาวิทยาลัยพายัพ (Payap University)

ปีการศึกษา (Academic Year): 2563 (2019)

คำนำ (Preface)

This report aims to provide brief summary on the knowledge management of International College on teaching aspect. In the Academic Year 2019, the knowledge sharing among the faculty members of International College was mainly on English language teaching as English is the medium language used in all programs of International College.

คณะกรรมการการจัดการความรู้ คณะ/หน่วยงาน (KM Committee) International College,
มหาวิทยาลัยพายัพ (Payap University)

May 2020

สรุปองค์ความรู้ที่ได้ (Knowledge Summary)

The important part of the knowledge sharing on teaching of this academic year was focusing on the topic, “The Year China Changed: Experiences of a Linguistic Academic in Asia” and “The Emergence of English as the World’s Language: A Personal Story” by Professor Emeritus Tom Scovel, a linguist and TESOL specialist, SFSU. The following knowledge was shared among the participants.

- What are the consequences of the emergence of English as the world’s “lingua franca”?
- Borrowing: just as the English lexicon has a majority of non-English words, now many world languages have borrowed heavily from English (e.g French, Thai!)
- Language loss- minor languages tend to be loss as not just English but other national languages erode the speech of ethnic minorities (David Harrison, et al.)
- Possible loss of culture or worldviews (e.g. do we now “think” in English??)

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บทนำ (Introduction)

One important thing according to the action plan of Payap University is to develop the innovation of teaching and learning. It is honored to welcome Dr. Tom Scovel, a linguist, and TESOL specialist from San Francisco State University. He offered to give a talk and do a consulting regarding English language teaching, while he was visiting Chiang Mai. His valuable expertise and experience would be a great source and inspiration for our teaching staff and students.

International College, therefore, organized a knowledge management activity which is entitled “The Year China Changed: Experiences of a Linguistic Academic in Asia” and invited all faculty members and students as well as those who are interested to join the event.

แรงบันดาลใจ/สถานการณ์ปัญหา (Inspiration/Situation)

There are six programs teaching at the International College of Payap University, i.e. three undergraduate programs including English Communication (EC), International Business Management (IBM), Hospitality Industry Management (HIM), and Information Technology (IT), as well as three graduate programs, i.e. Linguistics and Teaching English to Speakers of Other Languages (TESOL). English has been used as the medium language for teaching in all programs. Since in some programs the foreign students are from different countries speaking their own mother tongues which are not English. For some cases, the instructors will need to know how to communicate with students in English in effective ways.

The KM Committee of International College had discussions on the possible topics for KM activity which can help the instructors, students, and other people who were interested in joining the activity. The decision on the KM topic was finally made, i.e. the topics “The Year China Changed: Experiences of a Linguistic Academic in Asia” and “The Emergence of English as the World’s Language: A Personal Story” by Professor Emeritus Tom Scovel, a linguist and TESOL specialist from San Francisco State University.

แผนการจัดการความรู้ (Knowledge Management Plan)

แบบฟอร์มแผนการจัดการความรู้ (KM Action Plan)

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
ชื่อหน่วยงาน (Name of Faculty/College/Unit): International College								
ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
1	การบ่งชี้ความรู้ (Indication of knowledge)	- The IC KM committee was appointed. - The agenda KM was included in the IC Administrative Committee meetings.	Semester 1/2019 (International College Administrative Meeting Agenda 13/2019 Wednesday, 10 th October 2019, 01:00 – 03:30 p.m., Room 103/2, Agenda 10 Results of survey on Knowledge Management (KM) topics on “Teaching” and “Research” and Discussion on selected topics for AY2019)	- KM plan - Survey for KM topics	Summary of possible topics for KM	All IC faculty member s	IC Vice Dean and IC KM Committee	<input type="checkbox"/> ยัง ไม่ได้ ดำเนินการ (not yet impleme nted) <input type="checkbox"/> อยู่ ระหว่าง การ ดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการ แล้ว (already done)
2	การสร้างและ แสวงหาความรู้	IC KM Committee	Semester 1/2019	KM topic on	KM topic on	All IC faculty	Aj. Ladda Pattarawarapan	<input type="checkbox"/> ยัง ไม่ได้

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
ชื่อหน่วยงาน (Name of Faculty/College/Unit): International College								
ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่มเป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
	(Creation and searching for knowledge)	together with the responsible project had prepared the project proposal of KM on teaching.	(International College Administrative Meeting Minutes 1/2020 Wednesday, January 8, 2020, 10:00 a.m.–12:00 p.m., Room PC101, Agenda 9: Approval of 4,700 Baht for IC KM (Teaching) with Special Seminar Talk by Dr. Tom Scovel on Wednesday, January 22, 2019 at 10:00 – 11:30 a.m.)	teaching was finalized.	teaching was selected.	members and graduate students of IC.	and IC KM Committee	ดำเนินการ (not yet implemented) <input type="checkbox"/> อยู่ระหว่างการดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการแล้ว (already done)
3	การจัดความรู้ให้เป็นระบบ (Systemization of knowledge)	KM project on teaching was conducted.	Wednesday, January 22, 2019 at 10:00 – 11:30 a.m.	- The following topic “The Year China Changed: Experience	Knowledge on teaching was shared. Some discussions were made.	All IC faculty members (including	Aj. Ladda Pattarawarapan	<input type="checkbox"/> ยังไม่ได้ดำเนินการ (not yet implemented)

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
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ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
				s of a Linguistic Academic in Asia” was presented. - The issues on the development training for Linguistic and TESOL staff was conducted		instructor from TESOL and Linguistics programs) and graduate students of IC.		<input type="checkbox"/> อยู่ระหว่างดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการแล้ว (already done)
4	การประมวลและกลั่นกรองความรู้ (Knowledge processing and reviewing)	The report form of the project was submitted to IC.	Semester 2/2019	Knowledge on English teaching	Knowledge on English teaching	All IC faculty members and graduate students of IC.	Aj. Ladda Pattarawarapan	<input type="checkbox"/> ยังไม่ได้ดำเนินการ (not yet implemented) <input type="checkbox"/> อยู่ระหว่างดำเนินการ

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
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ประเด็น KM: Research Ethics								
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การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่มเป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
								(in progress) <input checked="" type="checkbox"/> ดำเนินการแล้ว (already done)
5	การเข้าถึงความรู้ (Knowledge access)	Documents from KM sharing activity were shared via e-mail.	Semester 2/2019	Knowledge on English teaching	Knowledge on English teaching	All IC faculty members and graduate students of IC.	Aj. Ladda Pattarawarapan	<input type="checkbox"/> ยังไม่ได้ดำเนินการ (not yet implemented) <input type="checkbox"/> อยู่ระหว่างการดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการแล้ว (already done)
6	การแบ่งปันแลกเปลี่ยนความรู้ (Knowledge sharing)	Instructors, included instructors from TESOL and Linguistics	Semester 2/2019	English teaching, related to Linguistics aspects	English teaching, related to Linguistics aspects	Instructors, included instructors from TESOL	Aj. Ladda Pattarawarapan	<input type="checkbox"/> ยังไม่ได้ดำเนินการ (not yet

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
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ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
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ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
		programs had discussions with the invited speaker on English teaching, related to Linguistics aspects.				and Linguistics programs had discussions with the invited speaker on English teaching, related to Linguistics aspects.		impleme nted) <input type="checkbox"/> อยู่ ระหว่าง การ ดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการ แล้ว (already done)
7	การเรียนรู้ (Learning)	Instructors learned several techniques of teaching courses in English.	Semester 2/2019	Instructors learned several techniques of teaching courses in English.	English teaching, related to Linguistics aspects	All IC faculty members	Aj. Ladda Pattarawarapan	<input type="checkbox"/> ยัง ไม่ได้ ดำเนินการ (not yet impleme nted) <input type="checkbox"/> อยู่ ระหว่าง การ ดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการ แล้ว

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
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เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
								(already done)
ผู้อนุมัติ (Approver) : Asst. Prof. Dr. Seung Hwan Kang (หัวหน้าหน่วยงาน Dean/Head of Unit)								

คณะกรรมการดำเนินการ (IC KM Committee)

- | | |
|--|-------------|
| 1. Asst. Prof. Dr. Seung Hwan Kang | Advisory |
| 2. Aj. Ladda Pattarawarapan | Chairperson |
| 3. Asst. Prof. Dr. Phinnarat Akharawatthanakun | Member |
| 4. Dr. Stephen Doty | Member |
| 5. Asst. Prof. Dr. Sonporn Sirikhan | Member |
| 6. Aj. Chanvit Jatuprayoon | Member |
| 7. Dr. Jira Yammeesri | Member |
| 8. Dr. Khukrit Osathanunkul | Member |
| 9. Dr. Michael J. Day | Member |

การถอดบทเรียนและสังเคราะห์ความรู้ (Lesson Learned & Knowledge Synthesis)

The Emergence of English as the World's Language: A Personal Story by Professor Emeritus Tom Scovel, San Francisco State University

Introductory Comments:

A brief review of some of the prominent international languages of the past

- Biblical examples: OT- Chaldean, Persian, NT: Latin, Greek
- India: Sanskrit and Pali which influenced SEA
- Mediterranean: Latin and Greek which influenced Europe
- China: Chinese hanzi spread literacy across East Asia and SEA

My early life in China (1939-1951):

- Japanese occupied China was part of the “Great East Asia Co-Prosperity Sphere”
- In prison camps like Kanchanburi- Japanese, in Weifang, it was pidgin Chinese
- Japanese imperialism “freed” Asia of its European colonial languages

My high school education in India (1953-1956):

- Life in multilingual India immediately after partition
- Language as ethnic identity: Urdu as the language of Punjabis and Sikhs
- English as a “neutral” language of national identity

My return as a “Foreign Expert” to the PRC (1979):

- The Year China Changed: Memories of Remarkable Events and Extraordinary People (2012) documents the Party's promotion of English after demoting it
- Curriculum Stability and Change: Foreign Language Programs in Modern China Janene Scovel's 1982 University of Pittsburgh doctoral dissertation

My life in Thailand (1964-1967; 1971-1975) and as a linguist (1962-2009):

- Teaching English as a Foreign language
- Again examples of English as a “neutral” language (Malaysia & Singapore)

- More recently, English has become the primary foreign language everywhere

What are the consequences of the emergence of English as the world's "lingua franca"?:

- Borrowing: just as the English lexicon has a majority of non-English words, now many world languages have borrowed heavily from English (e.g French, Thai!)
- Language loss- minor languages tend to be lost as not just English but other national languages erode the speech of ethnic minorities (David Harrison, et al.)
- Possible loss of culture or worldviews (e.g. do we now "think" in English??)

ภาคผนวก (Appendices)

Appendix A: Project/Activity Proposal, AY2562 (2019)



Project/Activity Proposal, AY2562 (2019)

1. Faculty/College: The International College
2. Project/ Activity name: KM: The Year China Changed: Experiences of a Linguistic Academic in Asia
3. Responsible person: Ajarn Ladda Pattarawarapan

	Name – Last Name		Workload (workload/week)
1	Ajarn Ladda Pattarawarapan	Head of Project	3 hours per week
2	Dr. Michael Day	Committee	1 hours per week
3	Asst. Prof. Dr. Seung Hwan Kang	Advisor	Click here to enter text.

4. To be consistent with the Strategic Plan of College/University:

ประเด็นยุทธศาสตร์ที่ Strategic Issue	To develop the innovation of teaching and learning To enhance program for being academic and professional excellence
เป้าประสงค์ Goal	1.To support research, academic affairs and Culture preservation
กลยุทธ์มหาวิทยาลัย University Strategy	1.2.2 innovation skill will be promoted to instructors
ตัวชี้วัดแผนกลยุทธ์ มหาวิทยาลัย/คณะวิชา University Strategic KPI	1. To search and set for teaching innovation 2. To share teaching innovation

5. Type of project/ activity:

<input type="checkbox"/>	Cultural conservative plan	<input checked="" type="checkbox"/>	Academic service plan
<input checked="" type="checkbox"/>	Knowledge management plan	<input checked="" type="checkbox"/>	Research plan
<input checked="" type="checkbox"/>	QA plan	<input checked="" type="checkbox"/>	HR enhancement plan
<input checked="" type="checkbox"/>	Risk Management plan		
<input type="checkbox"/>	Student development plan (เลือกได้มากกว่า 1ประเภท)		
<input checked="" type="checkbox"/>	Ethics	<input checked="" type="checkbox"/>	Academic
<input checked="" type="checkbox"/>	Knowledge	<input type="checkbox"/>	Environment
<input type="checkbox"/>	Wisdom	<input type="checkbox"/>	Sport
<input type="checkbox"/>	Human relations	<input type="checkbox"/>	Arts and culture
<input type="checkbox"/>	Digital analysis, communication and IT	<input checked="" type="checkbox"/>	Moral
<input type="checkbox"/>	Etc. (specify)	<input type="checkbox"/>	Leadership
<input type="checkbox"/>	Etc. (specify)		

6. Graduate Quality

<input type="checkbox"/> 1. Ethics and morality	<input checked="" type="checkbox"/> 3. Academic Achievement
<input type="checkbox"/> 2. Social services	<input type="checkbox"/> 4. Global citizenship

7. Rationale/ Background/ Purpose of the Project

One important thing according to PYU action plan is to develop the innovation of teaching and learning. It is honored to welcome Dr. Tom Scovel, a linguist, and TESOL specialist. He has offered to give a talk and do a consulting regarding English language teaching, while he is here. His valuable expertise and experience will be a great source and inspiration for our teaching staff and students.

IC will, therefore, organize a KM which is entitled “The Year China Changed: Experiences of a Linguistic Academic in Asia and invite IC instructors and students as well as those who are interested.

8. Objectives, Indicator, goal setting, and data collection:

Project Objectives	Project KPI	Goal Setting	Data Collection
1. To provide knowledge about teaching English in this decade. 2. To provide professional development to improve teaching skills. 3. To boost collaboration and knowledge sharing between IC and PYU members	Level of participants' satisfaction of at least 3.51.	At least 1 activity for teaching innovation sharing	1. Registration Form 2. Evaluation Form

9. Expected contributions:

1. To search and set for teaching innovation.
2. To share teaching innovation and to provide knowledge about teaching English in this decade.
3. To boost collaboration and knowledge sharing between IC and PYU members

10. Project procedure and duration:

Procedure / Process	Duration
P1: Project preparation: Collect and prepare information Submit Proposal	7-15 January 2020

Preparing Documents and reserve a training room PR, follow-up	
P2: Confirmation and last check	20 January 2020
D: KM day	22 January 2020
C: Evaluation and report	24 January 2020
A: Gathering comments and suggestions for improvement of the next event	24-30 January 2020

11. Venue and schedule:

Venue Veera Kidjathorn Seminar room and IC meeting room

Schedule Wednesday 22 January 2020

Time	Program list	Speaker
9.45-10.00	Registration	
10.00-10.10	Opening Speech by the PYU president	PYU president
10.10-11.15	The Year China Changed: Experiences of a Linguistic Academic in Asia.	Dr. Tom Scovel
11.15-11.30	Q&A	
13.30-14.30	development training for Linguistic and TESOL staff	

12. **Guest speaker (optional)** Dr. Tom Scovel, a linguist and TESOL specialist

13. Participants/target groups:

List	Quantity
1. IC faculty members	20
2. Linguistics, TESOL and EC students	70
2. Faculty members from other faculties	10
Total	100

14. Project improvement based on comments & suggestions on the projects in the past or other similar projects:

Having greater advance notice of meetings, seminars, or events would be very helpful.

15. Budget

Expected income

No.	Description	Cost of expense (Baht)	Source of grant
1	Document	1,000	Budget source: International College, Internal seminar, Budget category/No.: 521140007
2	Lunch reception (12 persons x150 Baht)	1,800	
3	Drinking water	500	
4	A Souvenir for a guest speaker	500	
Total		3,800	

Expense:

No.	Description	Cost of expense (Baht)	Source of grant
1	Document	1,000	Budget source: International College, Internal seminar, Budget category/No.: 521140007
2	Lunch reception (12 persons x150 Baht)	1,800	
3	Drinking water	500	
4	A Souvenir for a guest speaker	500	
Total		3,800	

Your approval is hereby requested for the project entitled, KM: The Year China Changed: Experiences of a Linguistic Academic in Asia to be conducted and for the budget of 3,800 Baht (three thousand eight hundred Baht only)

Signature

(Ladda Pattarawarapan)

Responsible person for project/activity

Comment of the Department Head: <input type="checkbox"/> Please consider. <input type="checkbox"/> Others Signature..... (.....) Date.....Month.....Year.....	Comment of the Vice Dean/Assistant Dean for Click here to enter text. <input type="checkbox"/> Please consider. <input type="checkbox"/> Others Signature..... (.....) Date.....Month.....Year.....	Comment of the Dean: <input type="checkbox"/> Please consider. <input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Others Signature..... (.....) Date.....Month.....Year.....
ความเห็นของผู้ช่วยอธิการบดี ฝ่าย..... <input type="checkbox"/> อนุมัติ <input type="checkbox"/> ไม่อนุมัติ <input type="checkbox"/> เห็นควรอนุมัติ <input type="checkbox"/> ไม่ควรอนุมัติ ลงชื่อ..... (.....) วันที่.....เดือน.....พ.ศ.....	ความเห็นของรองอธิการบดี ฝ่าย..... <input type="checkbox"/> อนุมัติ <input type="checkbox"/> ไม่อนุมัติ <input type="checkbox"/> เห็นควรอนุมัติ <input type="checkbox"/> ไม่ควรอนุมัติ ลงชื่อ..... (.....) วันที่.....เดือน.....พ.ศ.....	ความเห็นของอธิการบดี <input type="checkbox"/> อนุมัติ <input type="checkbox"/> ไม่อนุมัติ <input type="checkbox"/> อื่น ๆ ลงชื่อ..... (.....) วันที่.....เดือน.....พ.ศ.....

Appendix B: Project/Activity Summary form, AY2562 (2019)



Project/Activity Summary form

Name of project/activity: KM: The Emergence of English as
the World's Language: A Personal Story

Tom Scovel, Professor Emeritus SFSU (Previously entitled: KM:
The Year China Changed: Experiences of a Linguistic Academic
in China)

Responsible persons:

Aj. Ladda Pattarawarapan

Dr. Michael Day

Date: 22 January 2020

Time: 10.00-14.30 am.

Venue: Veera Kidjathron Seminar room and PC 101

Project/Activity Summary form

1. Summarize results according to the project objectives:

Objective	Indicator	Set goal	Result	Pass/Fail
1. To provide knowledge about teaching English in this decade.	Level of participants' satisfaction of at least 3.51.	At least 1 activity for teaching innovation sharing	- One successful project - Satisfaction result 3.75	passed
2. To provide professional development to improve teaching skills.				
3. To boost collaboration and knowledge sharing between IC and PYU members				

2. Problem/solution:

During the preparation, there were some unexpected changes e.g. seminar title, seminar room, number of attendees. However, this seminar ended well.

3. A number of attendees:

Target	Goal	Attendee	Apply to Percentage
1. IC faculty members	20	20	100 %
2. Linguistics, TESOL and EC students	70	22	31.42%
3. Faculty members from other faculties	10	17	170%
	100	59	59%

4. Scale of Satisfaction

4.51 – 5.00	Strongly agree
3.51 – 4.50	Agree

2.51 – 3.51	Undecided
1.51 – 2.50	Disagree
1.00 – 1.50	Strongly disagree

5. Summary of result: 17 (28.81%) attendees have responded the evaluation forms:

Item	Average	Meaning
1. The meeting purpose and objectives were clearly stated.	4.35	Agree
2. Our meeting time and place was convenient for me.	3.76	Agree
3. The content was helpful.	3.53	Agree
4. The level and format were appropriate.	3.53	Agree
5. The speaker had a good understanding of the topics.	3.53	Agree
6. Visual aids and handouts were useful and clear.	3.88	Agree
7. I am satisfied with this training/KM	3.71	Agree

6. Suggestion from the attendee

The topic was not related to my field. However, his experience was valuable.

7. Summary of suggestion for the next year project (ACT):

Teaching methods or activities

Appendix

1. Project: see attached
2. Registration form: see attached (A copy on Page 6)
3. Copy of advance clearance document: 3.1 Budget report summary 3.2 receipts (see attached)

3.1 Budget report summary

No	Description	Cost of expense (Baht)	Actual expenses (Baht)	Evidence: Receipt no.	Source of grant
1	Document	1,000	90 790	Receipt no. 1 Receipt no. 2	Budget source: International College, Internal seminar, Budget category/No.: 521140007
2	Lunch reception (12 persons x150 Baht)	1,800	1,685	Receipt no. 3	
3	Drinking water	500	440 60	Receipt no. 4-5	
4	A Souvenir for a guest speaker	500	508	Receipt no.6	
Total		3,800	2,783		
Returning Unused Cash Advance Amounts			227		

4. Copies of document: see attached
5. Pictures: see below

